Budget Functions for Capital Improvement Budgets

User Manual

Office of State Budget and Management

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Overview

The Office of State Budget and Management has responsibility for budgeting all funds appropriated by the General Assembly. Computer systems are available to accomplish functions involving budget preparation, budget certification, budget revision, and budget control. Although limited functions have been available for the Capital Improvement Fund for a long time, recent enhancements have been made. The purpose of this manual is to address Capital Improvement Funds since there are significant differences in processing requirements. Some differences are listed:

1. Capital Improvement Funds are assigned to new budget codes each fiscal year, and the second and third digits of the budget code are the year of the appropriation. The General Fund budget codes are appropriated new money each year, but rarely are assigned new budget code values.

2. Capital Improvement Funds are associated with specific projects and may last multiple years, but are expected to close and will cease to be funded after the project is funded.

3. Each agency usually gets one Capital budget code and multiple fund codes to associate the appropriation to specific projects. NCAS requires that the budget code and fund codes start with the digit “4” and that the fund codes are not reused for several years. University accounting systems assign 301, 302, 303, … to projects each July, so their fund numbers repeat even though they are associated with different budget codes.

4. OSBM fund-title tables are defined with a four-digit agency (department/division) number and a four-digit fund number. Originally the last four digits of the budget code were the agency number. OSBM has used the last four digits of the Capital Improvement budget code to make the fund numbers unique in their fund-title tables.

5. General and Highway funds are allotted on a regular basis by month or by quarter depending on the state of the economy and the direction of OSBM and the Governor. Capital Improvement funds are allotted as agencies need the money to pay invoices, so there is no regular schedule.

6. When General Funds are allotted but unspent, they revert back to the unallotted funds at the end of each quarter. Capital Improvement Funds never revert.

7. Budget Revisions (BD606s) for Capital Improvement Funds must allow dollars and cents to be entered. When budgets are closed, there is always a balance that must be documented as an expense and receipt, so that the balance is cleared out for the budget code. General Fund BD606s always use whole dollars for budget changes.

8. Positions are never associated with Capital Improvement budget codes. In some cases, Capital Improvement Funds may be used to fund positions, but they must be treated as an expense and the salary account is recorded as a receipt.

9. Money is never transferred directly between General Fund budget codes and Capital Improvement budget codes. These transfers are accomplished by recording expenditures and receipts.

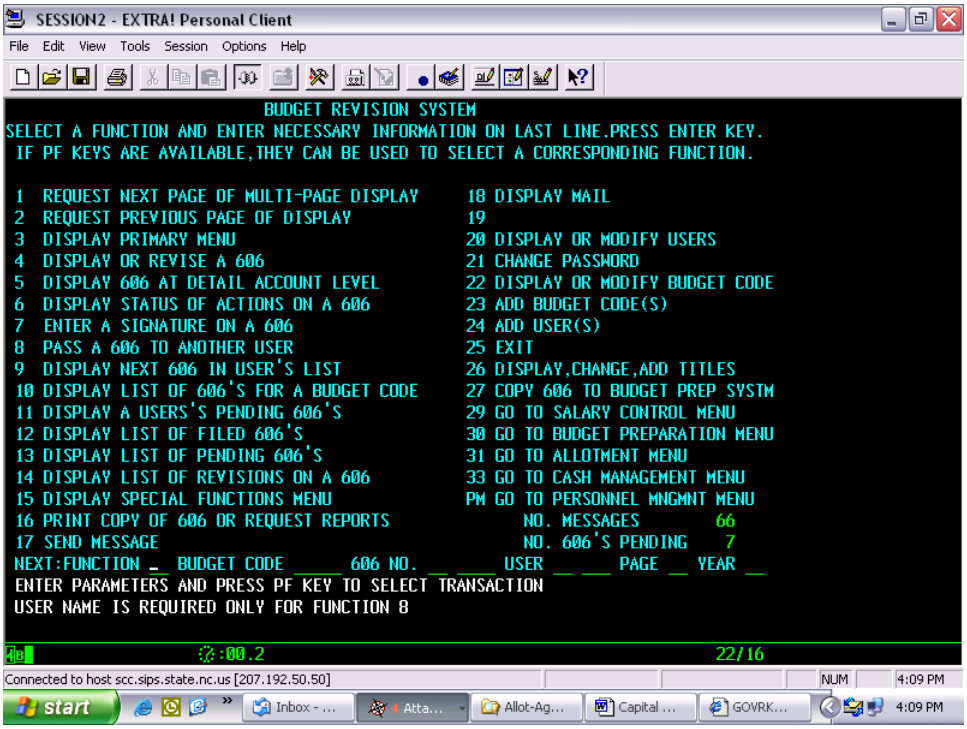
Accessing the budget certification module

General Fund and Highway Funds are certified at the detail fund and account level so that an electronic file can be passed to the North Carolina Accounting System. Capital Improvement Funds are certified at the budget code and fund/project code level. The first digit of the budget code is always “4” and the second and third digits are the year in which the certification takes place. Each agency has one Capital Improvement budget code per year, and the last two digits of the budget code are the same for an agency year after year. At times, the Legislature approves funds for Capital Improvement projects which are funded by bond funds or various receipts outside the regular General Fund appropriation, so an agency may have more than one Capital Improvement budget code in a year.

Accessing the budget revision module

This budget revision module allows agencies to enter and submit budget change requests, to review and approve them, and to print the resulting BD606 document. This module is part of the on-line budget systems that run under IMS on the mainframe Information Technology Services (ITS) computer.

Only those persons with the proper security clearance are allowed to access the revision functions. The primary security is the RACF ID code provided by each agency's security administrator as part of the statewide security policy. OSBM also requires that users are listed in the OSBM security table and assigned a five-character identification code. The first two characters identify the agency and associated budget codes and are assigned by OSBM. The other three characters are usually the initials of the individual. The OSBM ID is associated with the RACF ID. Each agency has at least one person who is authorized to add new users to the OSBM security table. Agency budget officers can also request security clearance from the OSBM Help Desk by providing name, RACF ID, and agency. Passwords can be changed from the IMS logon screen; RACF passwords expire after 90 days and must be changed according to state ITS standards.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET REVISION SYSTEM
SELECT A FUNCTION AND ENTER NECESSARY INFORMATION ON LAST LINE.PRESS ENTER KEY.
IF PF KEYS ARE AVAILABLE,THEY CAN BE USED TO SELECT A CORRESPONDING FUNCTION.
1 REQUEST NEXT PAGE OF MULTI-PAGE DISPLAY
2 REQUEST PREVIOUS PAGE OF DISPLAY
3 DISPLAY PRIMARY MENU
4 DISPLAY OR REVISE A 606
5 DISPLAY 606 AT DETAIL ACCOUNT LEVEL
6 DISPLAY STATUS OF ACTIONS ON A 606
7 ENTER A SIGNATURE ON A 606
8 PASS A 606 TO ANOTHER USER
9 DISPLAY NEXT 606 IN USER'S LIST
10 DISPLAY LIST OF 606'S FOR A BUDGET CODE
11 DISPLAY A USERS'S PENDING 606'S
12 DISPLAY LIST OF FILED 606'S
13 DISPLAY LIST OF PENDING 606'S
14 DISPLAY LIST OF REVISIONS ON A 606
15 DISPLAY SPECIAL FUNCTIONS MENU
16 PRINT COPY OF 606 OR REQUEST REPORTS
17 SEND MESSAGE
18 DISPLAY MAIL
19
20 DISPLAY OR MODIFY USERS
21 CHANGE PASSWORD
22 DISPLAY OR MODIFY BUDGET CODE
23 ADD BUDGET CODE(S)
24 ADD USER(S)
25 EXIT
26 DISPLAY,CHANGE,ADD TITLES
27 COPY 606 TO BUDGET PREP SYSTM
29 GO TO SALARY CONTROL MENU
30 GO TO BUDGET PREPARATION MENU
31 GO TO ALLOTMENT MENU
33 GO TO CASH MANAGEMENT MENU
PM GO TO PERSONNEL MNGMNT MENU
NO. MESSAGES 66
NO. 606'S PENDING 7
NEXT:FUNCTION _ BUDGET CODE _____ 606 NO. _____ USER __ ___ PAGE __ YEAR __
ENTER PARAMETERS AND PRESS PF KEY TO SELECT TRANSACTION
USER NAME IS REQUIRED ONLY FOR FUNCTION 8
:00.2
22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM
4:09 PM
start
Inbox - ...
Atta...
Allot-Ag...
Capital ...
GOVRK...
4:09 PM

After connecting to the ITS mainframe, type the command “IMS” to access the on-line transaction application. After typing the RACF id and password, press the ENTER key. After receiving the message “Session ready for input”, type “RK “ and press the ENTER key. There is a required space following the transaction code. If the RACF id is found in the OSBM security table, a menu of functions is returned.

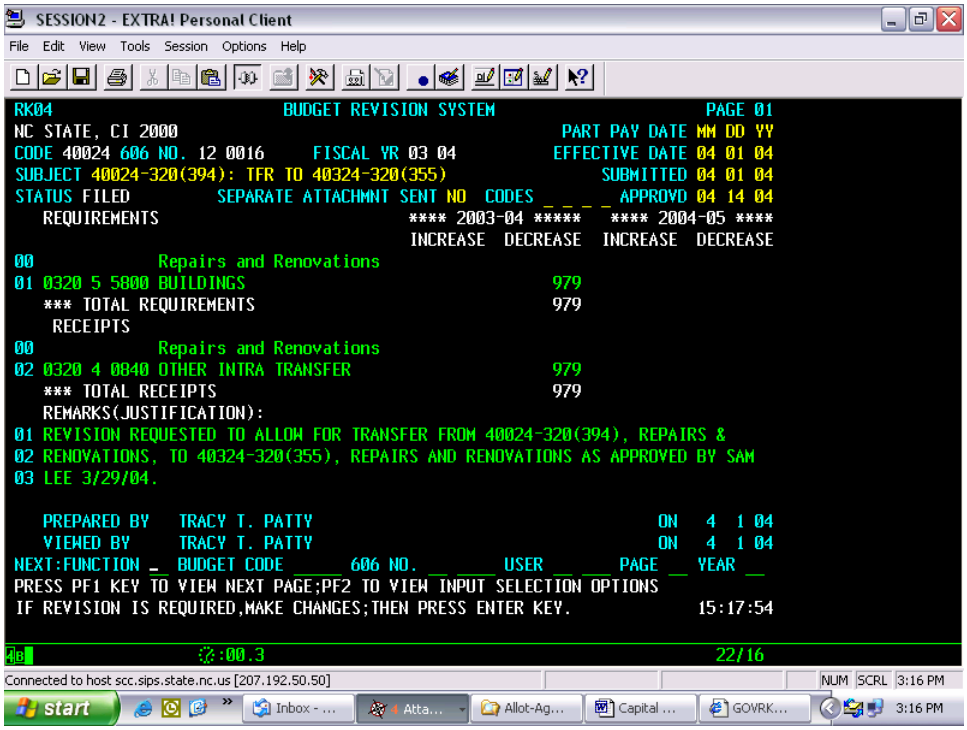
Functions 4 and 5 are used for the BD606 form and show the document from different views. Function 4 is the view that OSBM is interested in. Function 5 has the full NCAS company, account, center format which allows more detail than OSBM requires. The Function 5 accounts and dollars are passed to the NC Accounting System through an overnight interface (Function 19).

Functions 10, 11, 12, 13 are lists of BD606 documents for a specific biennium.

Function 15 is the query function which has added enhancements for Capital Improvement purposes. It allows queries that cover multiple bienniums and shows totals by fund/project.

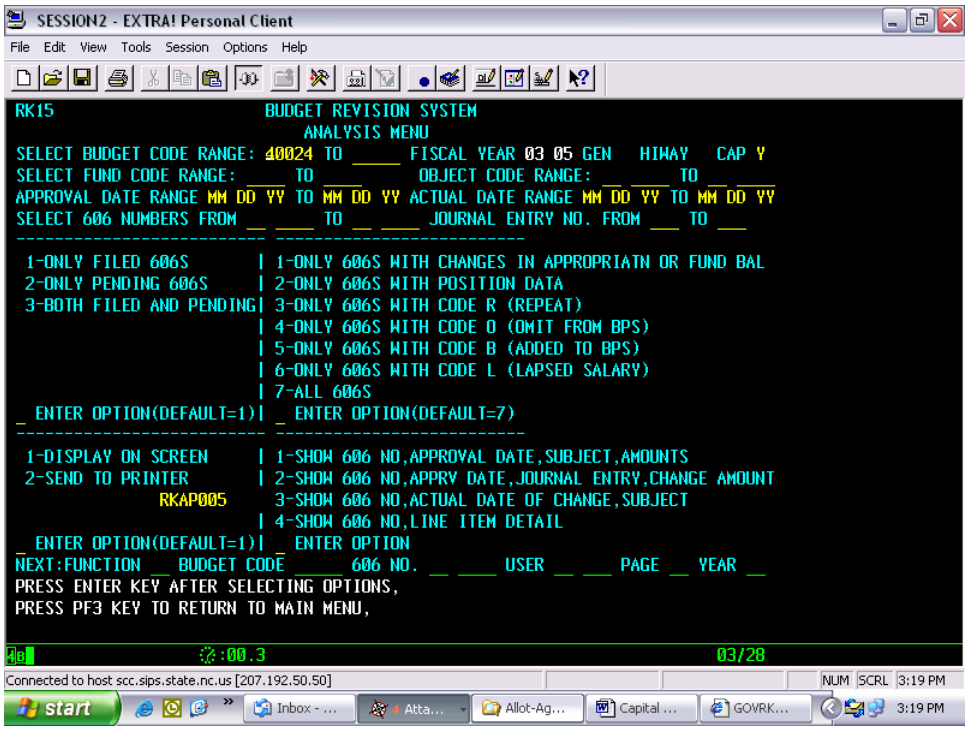
Creating, changing or displaying a budget revision

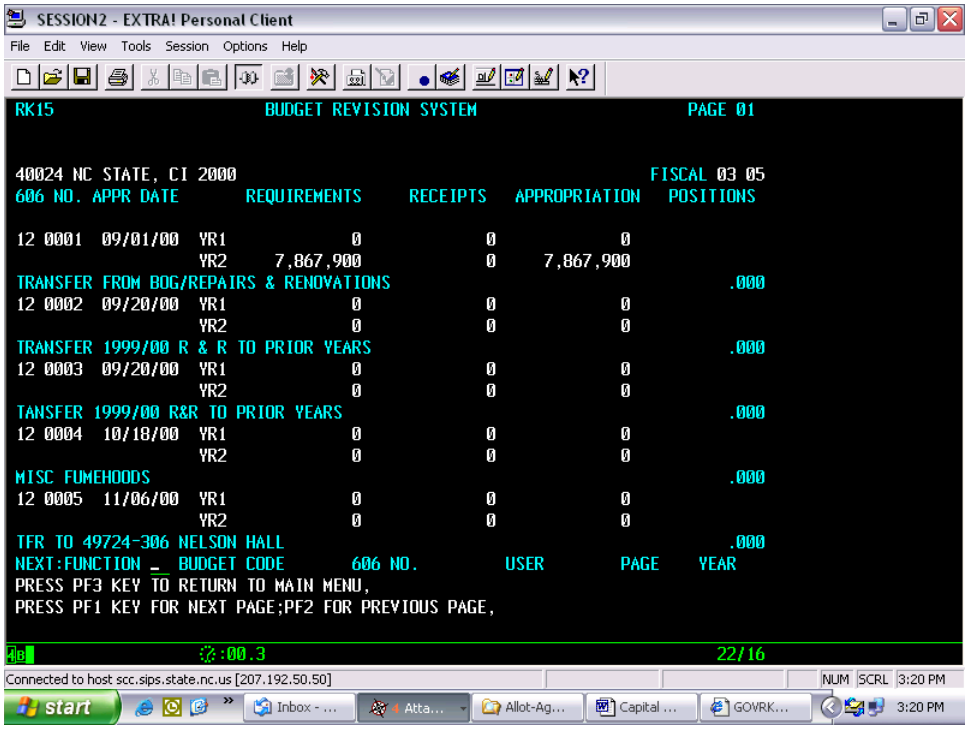
Each budget revision has a unique reference number assigned by the agency as the document is created.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK04 BUDGET REVISION SYSTEM PAGE 01
NC STATE, CI 2000 PART PAY DATE MM DD YY
CODE 40024 606 NO. 12 0016 FISCAL YR 03 04 EFFECTIVE DATE 04 01 04
SUBJECT 40024-320(394): TFR TO 40324-320(355) SUBMITTED 04 01 04
STATUS FILED SEPARATE ATTACHMNT SENT NO CODES _ _ _ _ APPROVD 04 14 04
REQUIREMENTS **** 2003-04 ***** **** 2004-05 ****
INCREASE DECREASE INCREASE DECREASE
00 Repairs and Renovations
01 0320 5 5800 BUILDINGS 979
*** TOTAL REQUIREMENTS 979
RECEIPTS
00 Repairs and Renovations
02 0320 4 0840 OTHER INTRA TRANSFER 979
*** TOTAL RECEIPTS 979
REMARKS(JUSTIFICATION):
01 REVISION REQUESTED TO ALLOW FOR TRANSFER FROM 40024-320(394), REPAIRS &
02 RENOVATIONS, TO 40324-320(355), REPAIRS AND RENOVATIONS AS APPROVED BY SAM
03 LEE 3/29/04.
PREPARED BY TRACY T. PATTY ON 4 1 04
VIEWED BY TRACY T. PATTY ON 4 1 04
NEXT:FUNCTION _ BUDGET CODE 606 NO. USER PAGE YEAR
PRESS PF1 KEY TO VIEW NEXT PAGE;PF2 TO VIEW INPUT SELECTION OPTIONS
IF REVISION IS REQUIRED,MAKE CHANGES;THEN PRESS ENTER KEY. 15:17:54
:00.3 22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 3:16 PM
start
Inbox - ...
Atta...
Allot-Ag...
Capital ...
GOVRK...
3:16 PM

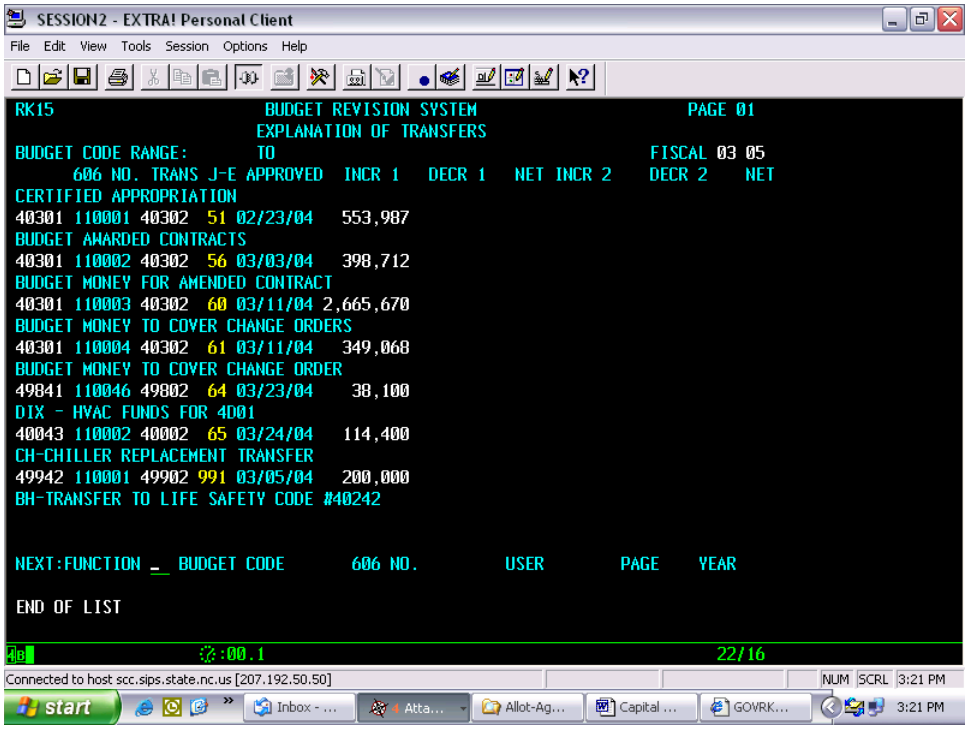
Accessing the query function for budget revisions

Function 15 is used to list budget revisions based on various criteria. The options menu shows the variables that can be chosen along with four boxes of options to choose from.

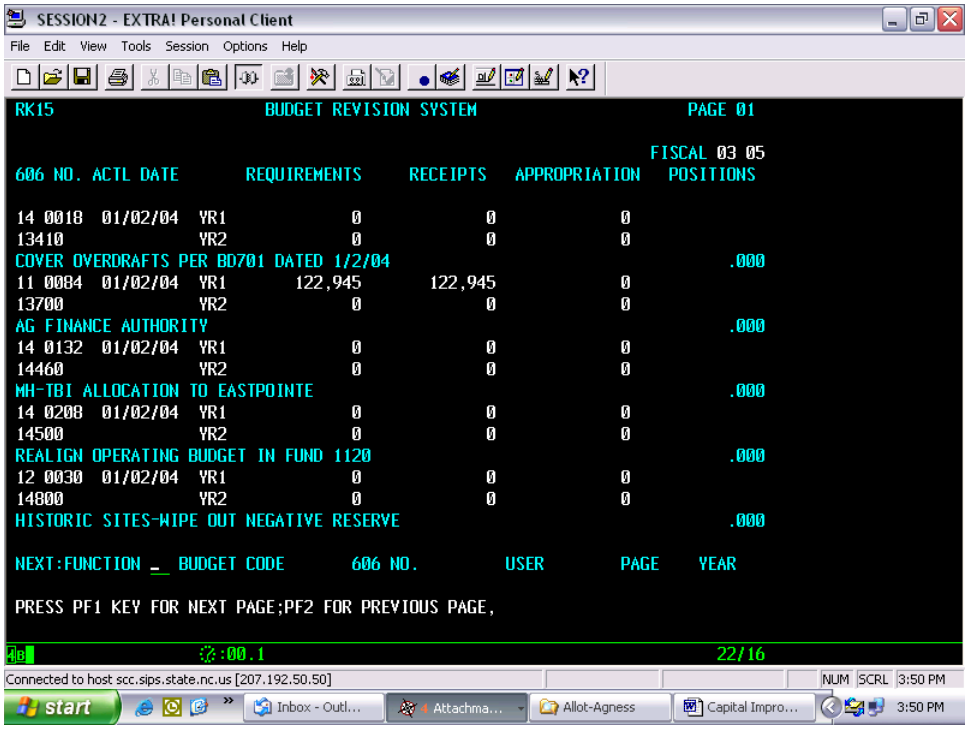

SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK15 BUDGET REVISION SYSTEM
ANALYSIS MENU
SELECT BUDGET CODE RANGE: 40024 TO _____ FISCAL YEAR 03 05 GEN HIWAY CAP Y
SELECT FUND CODE RANGE: ____ TO ____ OBJECT CODE RANGE: ____ TO ____
APPROVAL DATE RANGE MM DD YY TO MM DD YY ACTUAL DATE RANGE MM DD YY TO MM DD YY
SELECT 606 NUMBERS FROM __ ____ TO __ ____ JOURNAL ENTRY NO. FROM ___ TO ___
1-ONLY FILED 606S
2-ONLY PENDING 606S
3-BOTH FILED AND PENDING
_ ENTER OPTION(DEFAULT=1)
1-ONLY 606S WITH CHANGES IN APPROPRIATN OR FUND BAL
2-ONLY 606S WITH POSITION DATA
3-ONLY 606S WITH CODE R (REPEAT)
4-ONLY 606S WITH CODE O (OMIT FROM BPS)
5-ONLY 606S WITH CODE B (ADDED TO BPS)
6-ONLY 606S WITH CODE L (LAPSED SALARY)
7-ALL 606S
_ ENTER OPTION(DEFAULT=7)
1-DISPLAY ON SCREEN
2-SEND TO PRINTER
RKAP005
_ ENTER OPTION(DEFAULT=1)
1-SHOW 606 NO,APPROVAL DATE,SUBJECT,AMOUNTS
2-SHOW 606 NO,APPRV DATE,JOURNAL ENTRY,CHANGE AMOUNT
3-SHOW 606 NO,ACTUAL DATE OF CHANGE,SUBJECT
4-SHOW 606 NO,LINE ITEM DETAIL
_ ENTER OPTION
NEXT:FUNCTION __ BUDGET CODE _____ 606 NO. __ ____ USER __ ___ PAGE __ YEAR __
PRESS ENTER KEY AFTER SELECTING OPTIONS,
PRESS PF3 KEY TO RETURN TO MAIN MENU,
03/28
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 3:19 PM
start
Inbox - ...
Atta...
Allot-Ag...
Capital ...
GOVRK...
3:19 PM


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK15 BUDGET REVISION SYSTEM PAGE 01
40024 NC STATE, CI 2000 FISCAL 03 05
606 NO. APPR DATE REQUIREMENTS RECEIPTS APPROPRIATION POSITIONS
12 0001 09/01/00 YR1 0 0 0
YR2 7,867,900 0 7,867,900
TRANSFER FROM BOG/REPAIRS & RENOVATIONS .000
12 0002 09/20/00 YR1 0 0 0
YR2 0 0 0
TRANSFER 1999/00 R & R TO PRIOR YEARS .000
12 0003 09/20/00 YR1 0 0 0
YR2 0 0 0
TANSFER 1999/00 R&R TO PRIOR YEARS .000
12 0004 10/18/00 YR1 0 0 0
YR2 0 0 0
MISC FUMEHOODS .000
12 0005 11/06/00 YR1 0 0 0
YR2 0 0 0
TFR TO 49724-306 NELSON HALL .000
NEXT:FUNCTION _ BUDGET CODE 606 NO. USER PAGE YEAR
PRESS PF3 KEY TO RETURN TO MAIN MENU,
PRESS PF1 KEY FOR NEXT PAGE;PF2 FOR PREVIOUS PAGE,
:00.3 22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 3:20 PM
start
Inbox - ...
Atta...
Allot-Ag...
Capital ...
GOVRK...
3:20 PM

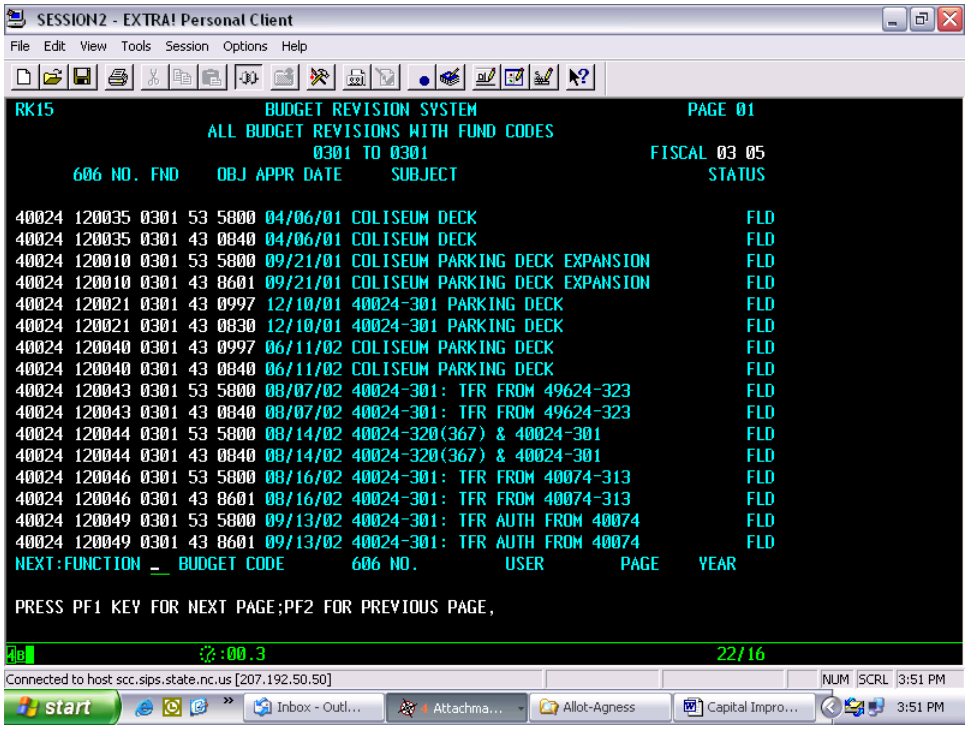
This list is the result of choosing option 1in lower right-hand box. It shows all budget revisions with reference numbers, approval dates, subject, total requirement amount, total receipt amount and total appropriation amount for each of the two years of the biennium. If a specific fund/project code is entered, the dollar amounts are for only that fund.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK15 BUDGET REVISION SYSTEM PAGE 01
EXPLANATION OF TRANSFERS
BUDGET CODE RANGE: TO FISCAL 03 05
606 NO. TRANS J-E APPROVED INCR 1 DECR 1 NET INCR 2 DECR 2 NET
CERTIFIED APPROPRIATION
40301 110001 40302 51 02/23/04 553,987
BUDGET AWARDED CONTRACTS
40301 110002 40302 56 03/03/04 398,712
BUDGET MONEY FOR AMENDED CONTRACT
40301 110003 40302 60 03/11/04 2,665,670
BUDGET MONEY TO COVER CHANGE ORDERS
40301 110004 40302 61 03/11/04 349,068
BUDGET MONEY TO COVER CHANGE ORDER
49841 110046 49802 64 03/23/04 38,100
DIX - HVAC FUNDS FOR 4D01
40043 110002 40002 65 03/24/04 114,400
CH-CHILLER REPLACEMENT TRANSFER
49942 110001 49902 991 03/05/04 200,000
BH-TRANSFER TO LIFE SAFETY CODE #40242
NEXT:FUNCTION _ BUDGET CODE 606 NO. USER PAGE YEAR
END OF LIST
:00.1 22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 3:21 PM
start
Inbox - ...
Atta...
Allot-Ag...
Capital ...
GOVRK...
3:21 PM

This list is the result of choosing option 2in lower right-hand box. It shows all budget revisions with change in appropriation. It shows budget code, reference number, transfer budget code, journal entry number, increase, decrease and net appropriation amounts for each year of the biennium. This screen is used to assign journal entry numbers by OSBM after the BD606 is approved.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK15 BUDGET REVISION SYSTEM PAGE 01
FISCAL 03 05
606 NO. ACTL DATE REQUIREMENTS RECEIPTS APPROPRIATION POSITIONS
14 0018 01/02/04 YR1 0 0 0
13410 YR2 0 0 0
COVER OVERDRAFTS PER BD701 DATED 1/2/04 .000
11 0084 01/02/04 YR1 122,945 122,945 0
13700 YR2 0 0 0
AG FINANCE AUTHORITY .000
14 0132 01/02/04 YR1 0 0 0
14460 YR2 0 0 0
MH-TBI ALLOCATION TO EASTPOINTE .000
14 0208 01/02/04 YR1 0 0 0
14500 YR2 0 0 0
REALIGN OPERATING BUDGET IN FUND 1120 .000
12 0030 01/02/04 YR1 0 0 0
14800 YR2 0 0 0
HISTORIC SITES-WIPE OUT NEGATIVE RESERVE .000
NEXT:FUNCTION _ BUDGET CODE 606 NO. USER PAGE YEAR
PRESS PF1 KEY FOR NEXT PAGE;PF2 FOR PREVIOUS PAGE,
:00.1 22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 3:50 PM
start
Inbox - Outl...
Attachma...
Allot-Agness
Capital Impro...
3:50 PM

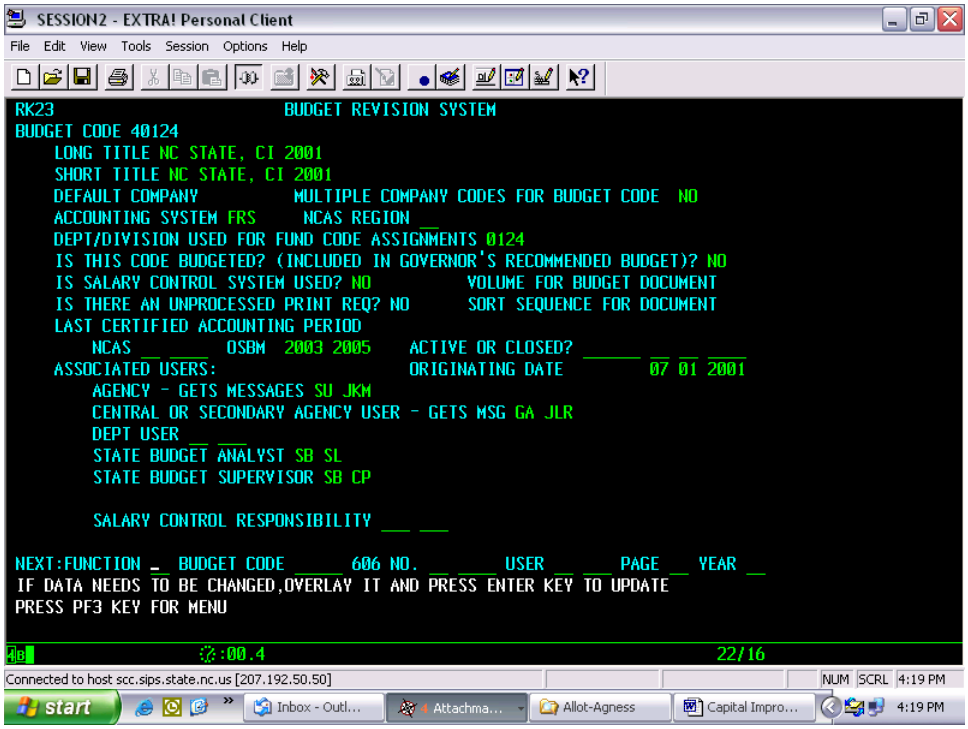
This screen is the result of requesting option 3 in the lower right hand box.



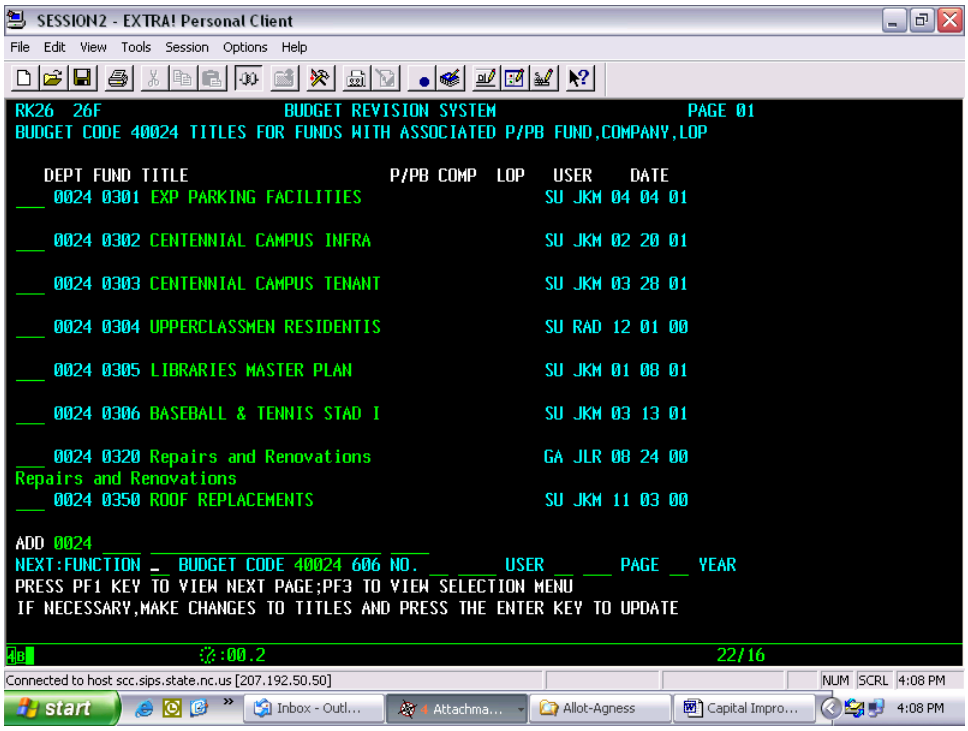
This display is the result of choosing option 4 in the lower right-hand box. There is a display line for each fund/project code and each account. The list can be limited by specifying a particular fund or account or range of codes.

Title and code maintenance

Function 23 is used for maintenance of budget codes and relevant information. When a budget code is closed, the word “CLOSED” is recorded on this screen with the closing date. The initial creation date is also maintained.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK23 BUDGET REVISION SYSTEM
BUDGET CODE 40124
LONG TITLE NC STATE, CI 2001
SHORT TITLE NC STATE, CI 2001
DEFAULT COMPANY MULTIPLE COMPANY CODES FOR BUDGET CODE NO
ACCOUNTING SYSTEM FRS NCAS REGION
DEPT/DIVISION USED FOR FUND CODE ASSIGNMENTS 0124
IS THIS CODE BUDGETED? (INCLUDED IN GOVERNOR'S RECOMMENDED BUDGET)? NO
IS SALARY CONTROL SYSTEM USED? NO VOLUME FOR BUDGET DOCUMENT
IS THERE AN UNPROCESSED PRINT REQ? NO SORT SEQUENCE FOR DOCUMENT
LAST CERTIFIED ACCOUNTING PERIOD
NCAS OSBM 2003 2005 ACTIVE OR CLOSED?
ASSOCIATED USERS: ORIGINATING DATE 07 01 2001
AGENCY - GETS MESSAGES SU JKM
CENTRAL OR SECONDARY AGENCY USER - GETS MSG GA JLR
DEPT USER
STATE BUDGET ANALYST SB SL
STATE BUDGET SUPERVISOR SB CP
SALARY CONTROL RESPONSIBILITY
NEXT:FUNCTION BUDGET CODE 606 NO. USER PAGE YEAR
IF DATA NEEDS TO BE CHANGED,OVERLAY IT AND PRESS ENTER KEY TO UPDATE
PRESS PF3 KEY FOR MENU
:00.4
22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 4:19 PM
start
Inbox - Outl...
Attachma...
Allot-Agness
Capital Impro...
4:19 PM

Function 26 of the Budget Revision Module is used for the maintenance of all titles and codes for the various OSBM functions.


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RK26 26F BUDGET REVISION SYSTEM PAGE 01
BUDGET CODE 40024 TITLES FOR FUNDS WITH ASSOCIATED P/PB FUND,COMPANY,LOP
DEPT FUND TITLE P/PB COMP LOP USER DATE
0024 0301 EXP PARKING FACILITIES SU JKM 04 04 01
0024 0302 CENTENNIAL CAMPUS INFRA SU JKM 02 20 01
0024 0303 CENTENNIAL CAMPUS TENANT SU JKM 03 28 01
0024 0304 UPPERCLASSMEN RESIDENTIS SU RAD 12 01 00
0024 0305 LIBRARIES MASTER PLAN SU JKM 01 08 01
0024 0306 BASEBALL & TENNIS STAD I SU JKM 03 13 01
0024 0320 Repairs and Renovations GA JLR 08 24 00
Repairs and Renovations
0024 0350 ROOF REPLACEMENTS SU JKM 11 03 00
ADD 0024
NEXT:FUNCTION _ BUDGET CODE 40024 606 NO. USER PAGE YEAR
PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU
IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE
22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 4:08 PM
start
Inbox - Outl...
Attachma...
Allot-Agness
Capital Impro...
4:08 PM

This display shows fund codes for the budget code 40024. In order to have unique titles for funds or projects, OSBM uses the last four digits of the budget code as the department code. The date and user id indicates the last time the title was added or changed.

Accessing the budget allotment module

Only those persons with the proper security clearance are allowed to access the revision functions. The primary security is the RACF ID code provided by each agency's security administrator as part of the statewide security policy. OSBM also requires that users are listed in the OSBM security table and assigned a five-character identification code. The first two characters identify the agency and associated budget codes and are assigned by OSBM. The other three characters are usually the initials of the individual. The OSBM ID is associated with the RACF ID. Each agency has at least one person who is authorized to add new users to the OSBM security table. Agency budget officers can also request security clearance from the OSBM Help Desk by providing name, RACF ID, and agency. Passwords cannot be changed from the Allotment Module web logon page at this time.

There are two environments under which the allotment module is accessible: the World Wide Web or the mainframe IMS text-based environment. Both are interacting with the same mainframe programs and databases. The Web version has numerous help screens and pop-up error messages.

Access using Web interface

To use the Web, direct your Internet Explorer browser to http://scca.its.state.nc.us:1200/neon/govhome.html and choose "Allot Capital" from the left side menu. Since General Funds and Capital Funds have different processing logic, there are two different web links for the two fund types. This application does not work with the Netscape browser. After you select a function, you will be automatically connected to the IMS control program at the ITS mainframe and prompted for your RACF id. Do not use your local network identification code and do not check the box labeled "Remember my password". RACF passwords expire frequently and must be changed by the user.

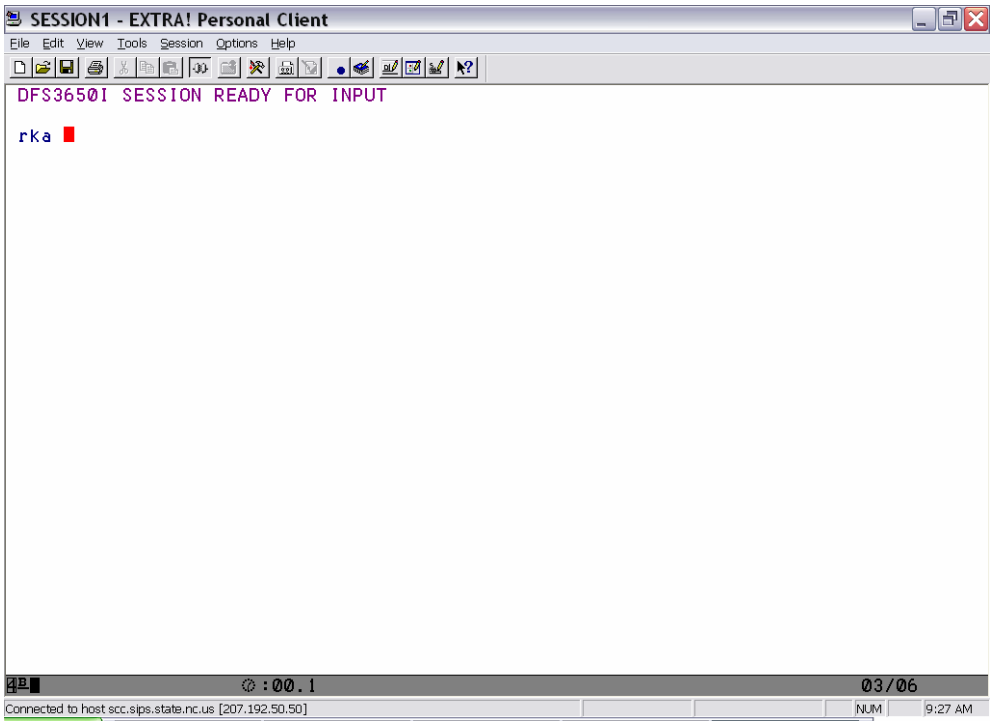
WEB

NC Budget Systems - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/govhome.html
Go Links
Google Search Web Site popups allowed AutoFill Options
rth Carolina
ffice of State Budget and Management
View Budget
Prepare Budget
Revise Budget
under development
Allot Budget
Allot Capital
Control Salaries
under development
Logoff
NC Budget Systems
The Office of State Budget and Management (OSBM) maintains on-line, mainframe transaction systems for preparing the Governor's recommended budget, certifying the General Assembly's approved budget, making authorized changes to the budget, and monitoring annual salary obligations. This web interface to those systems provides the same functionality as the mainframe applications.
Access to these systems requires a security code and password, obtained through the agency budget officer or through the technical staff at OSBM. The logon screen asks for a 'user name'. This is the RACF ID used for all systems on the mainframe computer and not the ID used for the local PC network.
Choose an item from the menu on the left
Done
Internet
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
NC Budg...
9:10 AM

Access using mainframe text-based interface

To use the mainframe, log onto IMS on the mainframe using your RACF UserID and password. At the prompt, DFS3650I SESSION READY FOR INPUT, enter "RKA " (note the space after the 3 letters).

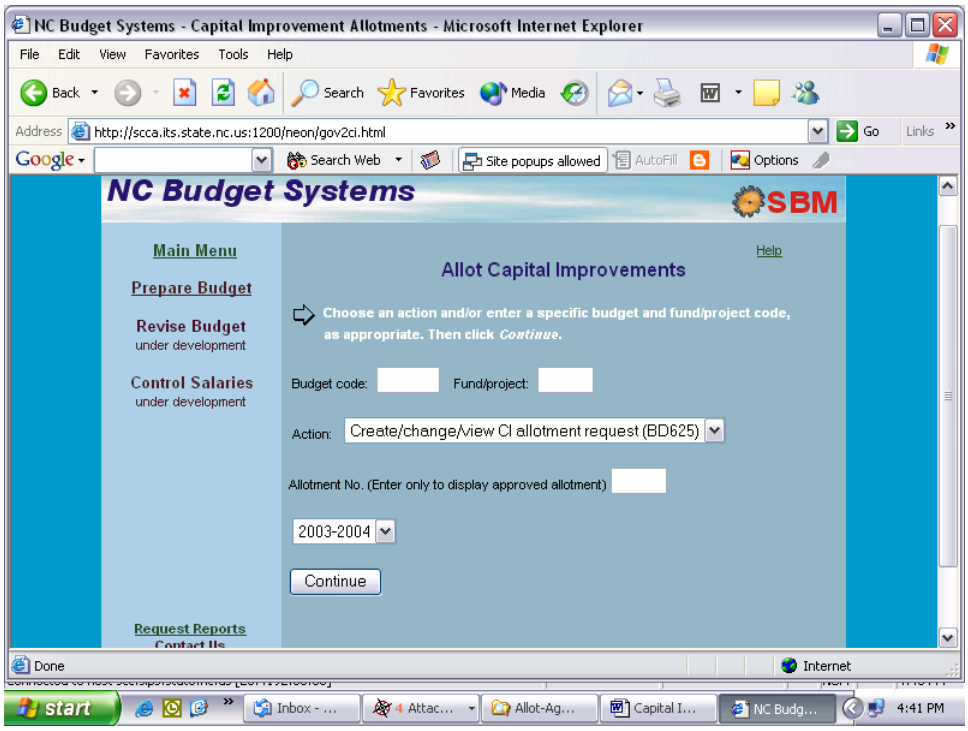
MAINFRAME



Choosing one of the allotment functions

There are 5 basic functions from the main menu of the allotment module plus some printing options. Although the main menus for the two environments appear quite different, the available functions execute in the same manner.

WEB



There are drop-down menus for functions and fiscal year, as well as text boxes for entering budget code, fund/project code or a specific allotment number. The 5 functions are:

Create/change/view allotment request (BD625)

This function gives either a list of budget codes and fund/project codes or a list of allotments for a specific project with the option to create a new one or view an existing one. If the specific budget code and fund are entered, the lists are not displayed. The systems determines all budget codes related to the person who is logged on. The activity log and text for the request can be viewed from this function. This list is a good way to look up allotment numbers for viewing the approved allotment form.

Display approved allotment (BD303)

After approval, an allotment is displayed by entering the allotment number. It gives a summary of approved allotment and previous totals and leads to a letter-type print version.

Act on pending allotment requests

This function gives the list of a user's allotment requests that are pending action. Allotments can be approved or submitted from this function. The OSBM analyst assigns the allotment number from this function.

List all in a budget code, revised and current

This function lists all versions of all allotment requests for just one budget code and biennium. When OSBM makes a change to an allotment request, the submitted version is saved as an inactive version for historical purposes.

List/display by query, all budget codes.

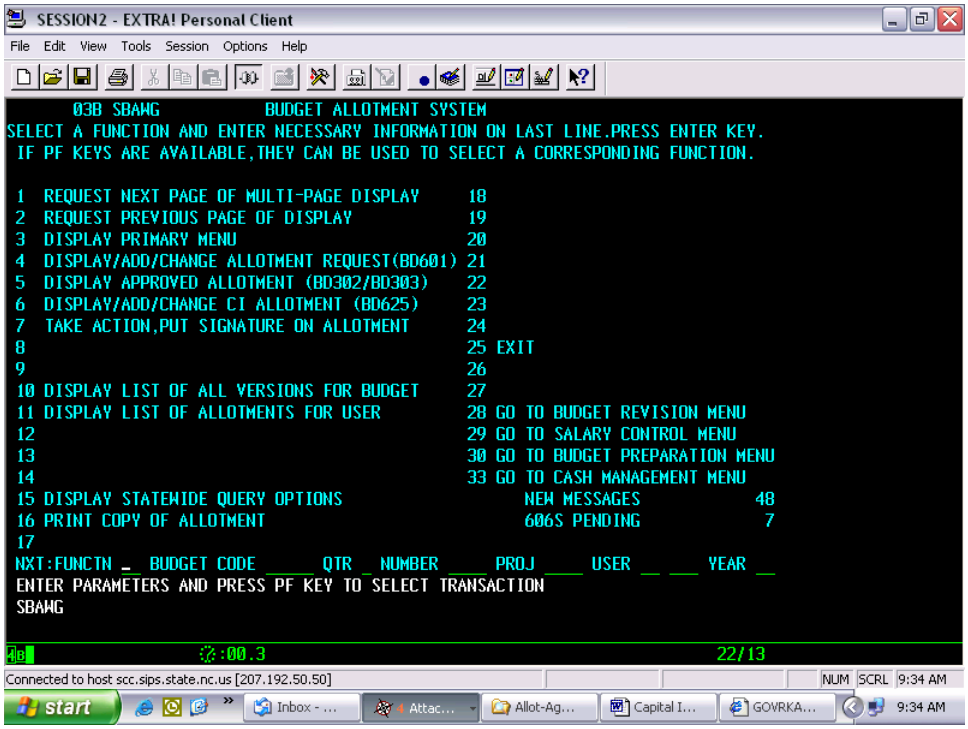
This function gives the opportunity to restrict time period and status of allotment displayed in a list. It is helpful for people responsible for multiple budget codes since it shows all budget codes for which the user has responsibility. The default is list allotments from the initial time the budget code was appropriated.

On the mainframe, these functions are listed as:

DISPLAY/ADD/CHANGE CI ALLOTMENT (BD625)	(function 6)
DISPLAY APPROVED ALLOTMENT (BD302/BD303)	(function 5)
TAKE ACTION,PUT SIGNATURE ON ALLOTMENT	(function 7)
DISPLAY LIST OF ALL VERSIONS FOR BUDGET	(function 10)
DISPLAY LIST OF ALLOTMENTS FOR USER	(function 11)
DISPLAY STATEWIDE QUERY OPTIONS	(function 15)
PRINT COPY OF ALLOTMENT	(function 16)

The last function listed for the mainframe, "PRINT COPY OF ALLOTMENT," is not shown as a function in the web list because it is handled on the web in several ways: a data print from the action to "Create/change allotment request (BD625)", an official statement in terse form as a result of the action to "Display approved allotment (BD303)", and a letter-type official statement available as a link off this second action.

MAINFRAME



An Allotment Number should be entered only to display an approved allotment (function 5), in which case, the budget code is ignored. Budget code is also ignored for the function " List/display by query, all budget codes" (Called "DISPLAY STATEWIDE QUERY OPTIONS" in the mainframe environment), because all budget codes are displayed in this function.

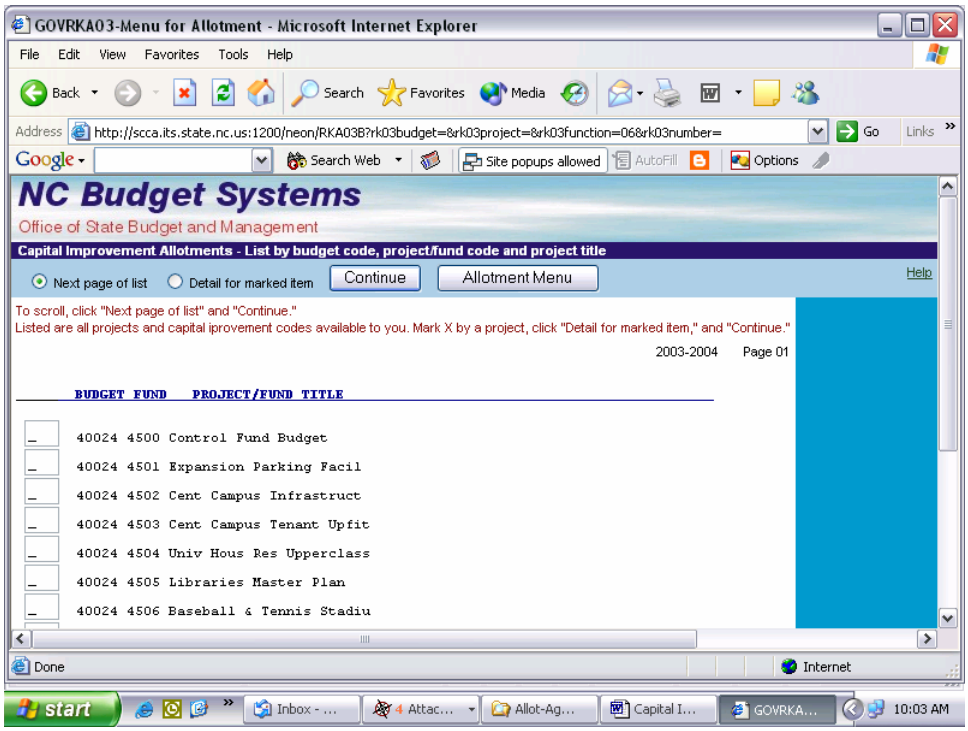
Creating, changing or displaying an allotment request

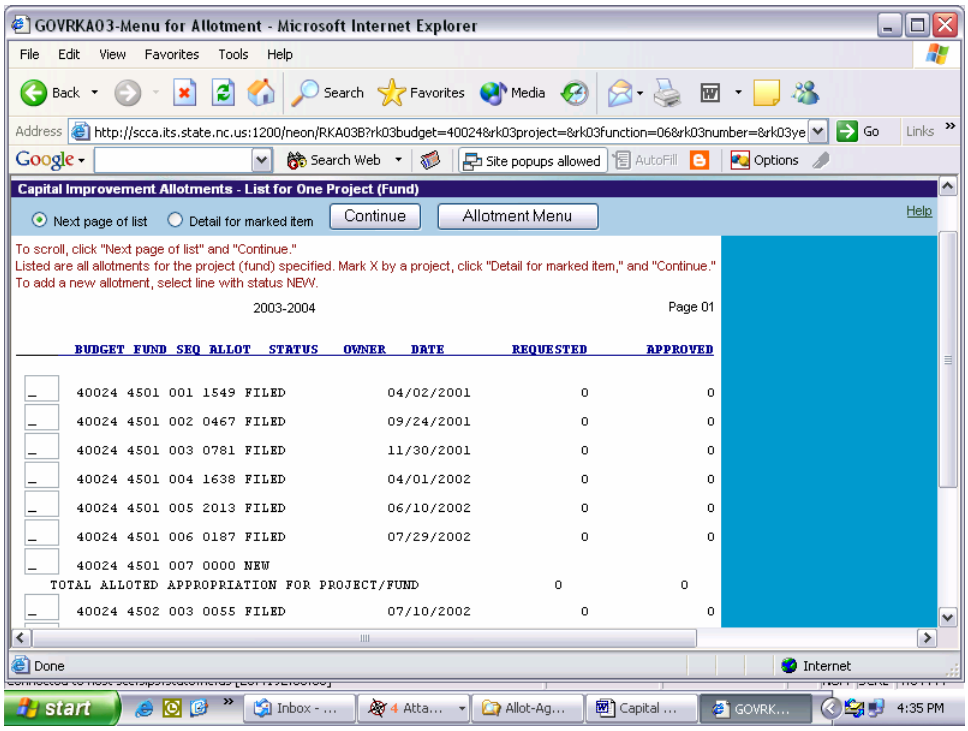
Allotments are requested for a specific budget code, fund/project code, and year, for which the web page and the text-based IMS screen have input fields. If nothing specific is requested, the system displays a list of all budget codes and fund/project codes related to the user who is logged on. If a specific budget code is requested, the system displays a list of all allotments which have been entered for the budget code. There is always a line which says “NEW” after the existing allotments are listed.

To create an allotment request, select the function "Create/change/view allotment request (BD601)". This is function 6 on the mainframe and the first action listed in the drop-down list on the web. The allotment number field is not needed, and if nothing is entered in the budget code or fund/project code fields, a list of all budget codes and fund/project codes is the resulting list. These are the codes associated with the user who is logged on. If a budget code and/or fund/project code are entered, the existing allotments for those codes are listed. At the end of the list for each fund/project code is a line labeled “NEW”.

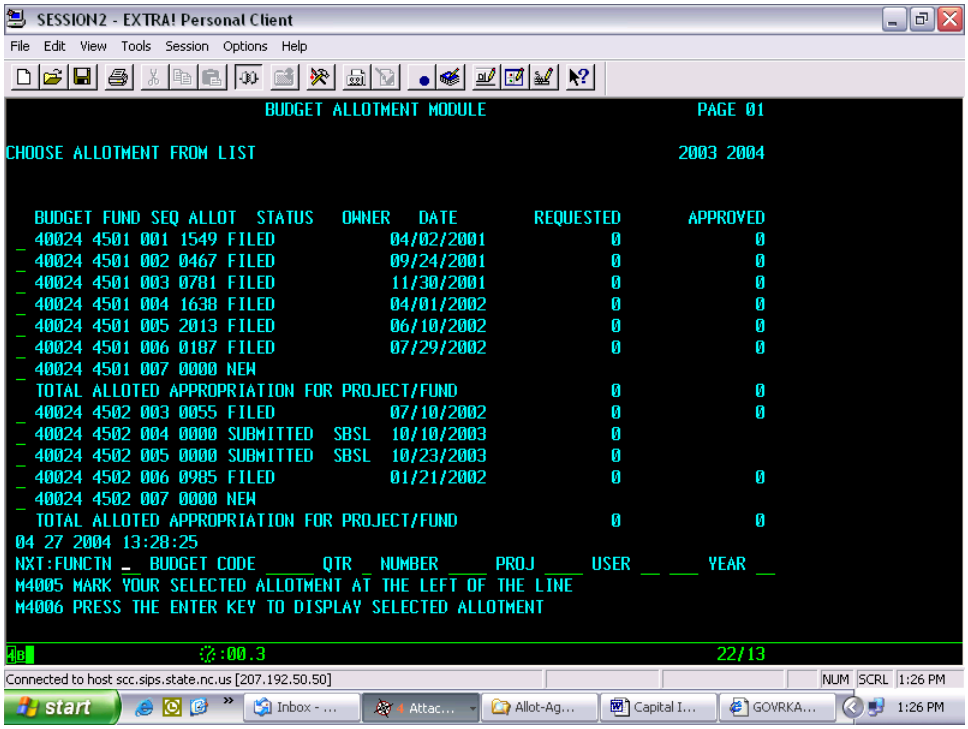
Unless no allotments have been entered previously for the selected budget code, year, and quarter, the module returns a list of allotment requests already recorded. One of these can be selected by typing a non-blank character at the left side of the line, or a new request can be created by typing a character on the line next to the word “NEW” (see last row in for each project).

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=&rk03project=&rk03function=06&rk03number=
Go Links
Google Search Web Site popups allowed AutoFill Options
NC Budget Systems
Office of State Budget and Management
Capital Improvement Allotments - List by budget code, project/fund code and project title
Next page of list
Detail for marked item
Continue
Allotment Menu
Help
To scroll, click "Next page of list" and "Continue."
Listed are all projects and capital iprovement codes available to you. Mark X by a project, click "Detail for marked item," and "Continue."
2003-2004 Page 01
BUDGET FUND PROJECT/FUND TITLE
40024 4500 Control Fund Budget
40024 4501 Expansion Parking Facil
40024 4502 Cent Campus Infrastruct
40024 4503 Cent Campus Tenant Upfit
40024 4504 Univ Hous Res Upperclass
40024 4505 Libraries Master Plan
40024 4506 Baseball & Tennis Stadiu
Done
Internet
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
10:03 AM

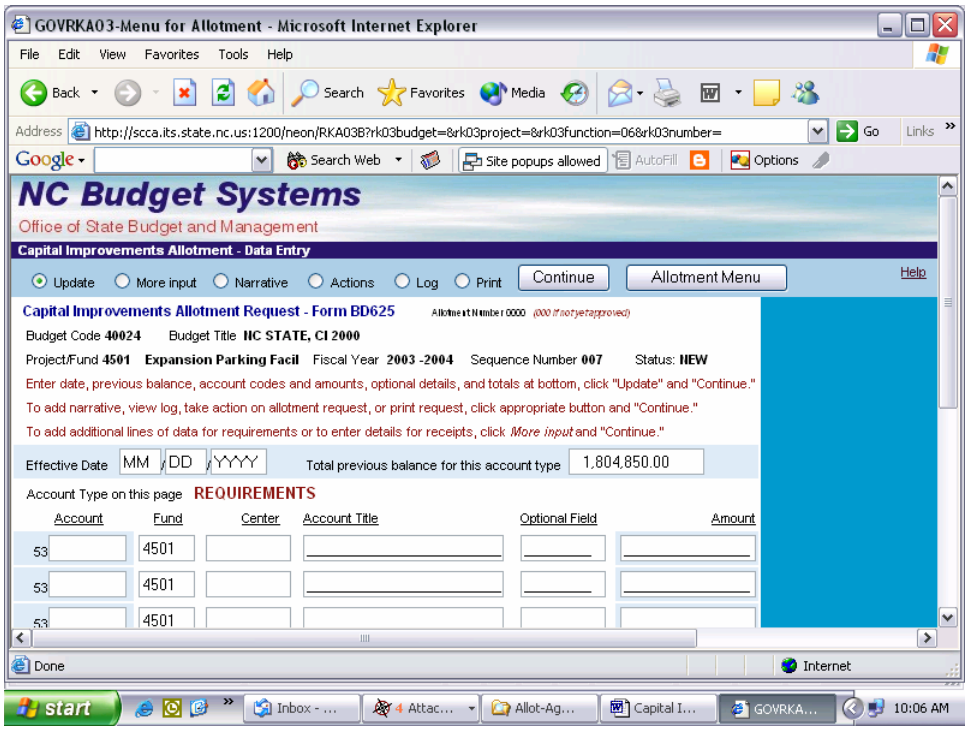

GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=40024&rk03project=&rk03function=06&rk03number=&rk03ye
Go Links
Google Search Web Site popups allowed AutoFill Options
Capital Improvement Allotments - List for One Project (Fund)
Next page of list
Detail for marked item
Continue
Allotment Menu
Help
To scroll, click "Next page of list" and "Continue."
Listed are all allotments for the project (fund) specified. Mark X by a project, click "Detail for marked item," and "Continue."
To add a new allotment, select line with status NEW.
2003-2004
Page 01
BUDGET FUND SEQ ALLOT STATUS OWNER DATE REQUESTED APPROVED
40024 4501 001 1549 FILED 04/02/2001 0 0
40024 4501 002 0467 FILED 09/24/2001 0 0
40024 4501 003 0781 FILED 11/30/2001 0 0
40024 4501 004 1638 FILED 04/01/2002 0 0
40024 4501 005 2013 FILED 06/10/2002 0 0
40024 4501 006 0187 FILED 07/29/2002 0 0
40024 4501 007 0000 NEW
TOTAL ALLOTED APPROPRIATION FOR PROJECT/FUND 0 0
40024 4502 003 0055 FILED 07/10/2002 0 0
Done
Internet
start
Inbox - ...
4 Atta...
Allot-Ag...
Capital ...
GOVRK...
4:35 PM

MAINFRAME

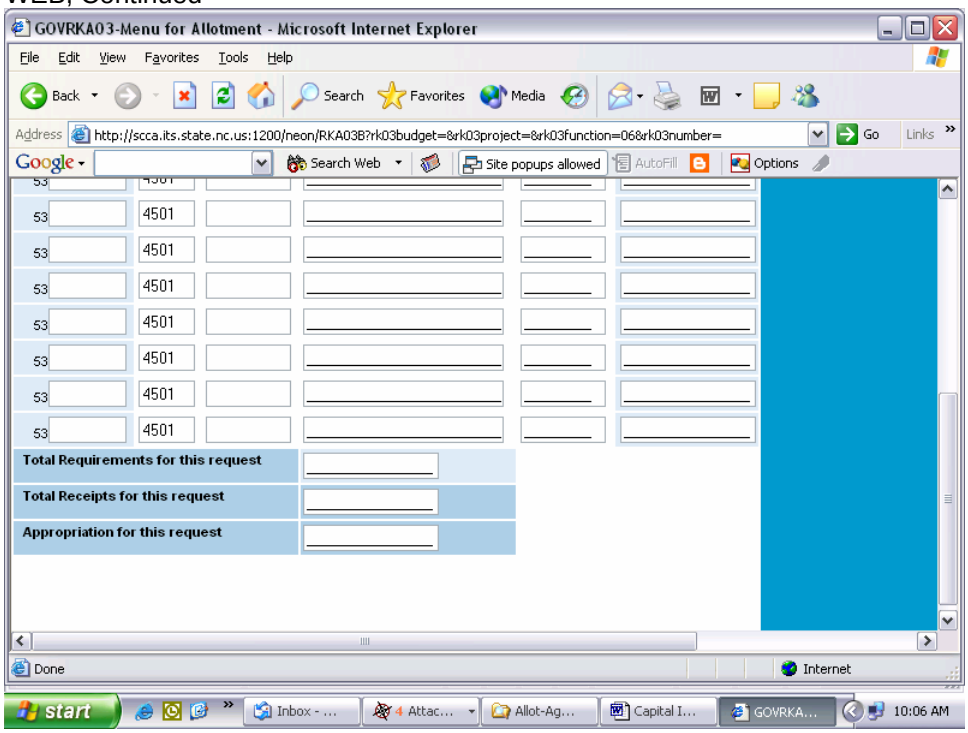

SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET ALLOTMENT MODULE PAGE 01
CHOOSE ALLOTMENT FROM LIST 2003 2004
BUDGET FUND SEQ ALLOT STATUS OWNER DATE REQUESTED APPROVED
_ 40024 4501 001 1549 FILED 04/02/2001 0 0
_ 40024 4501 002 0467 FILED 09/24/2001 0 0
_ 40024 4501 003 0781 FILED 11/30/2001 0 0
_ 40024 4501 004 1638 FILED 04/01/2002 0 0
_ 40024 4501 005 2013 FILED 06/10/2002 0 0
_ 40024 4501 006 0187 FILED 07/29/2002 0 0
_ 40024 4501 007 0000 NEW
TOTAL ALLOTED APPROPRIATION FOR PROJECT/FUND 0 0
_ 40024 4502 003 0055 FILED 07/10/2002 0 0
_ 40024 4502 004 0000 SUBMITTED SBSL 10/10/2003 0
_ 40024 4502 005 0000 SUBMITTED SBSL 10/23/2003 0
_ 40024 4502 006 0985 FILED 01/21/2002 0 0
_ 40024 4502 007 0000 NEW
TOTAL ALLOTED APPROPRIATION FOR PROJECT/FUND 0 0
04 27 2004 13:28:25
NXT:FUNCTN _ BUDGET CODE _____ QTR _ NUMBER ____ PROJ ____ USER __ ___ YEAR __
M4005 MARK YOUR SELECTED ALLOTMENT AT THE LEFT OF THE LINE
M4006 PRESS THE ENTER KEY TO DISPLAY SELECTED ALLOTMENT
:00.3 22/13
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 1:26 PM
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
1:26 PM

When an allotment is selected, the resulting screen is a data entry form. It shows what has already been entered or is blank if "NEW" was selected.

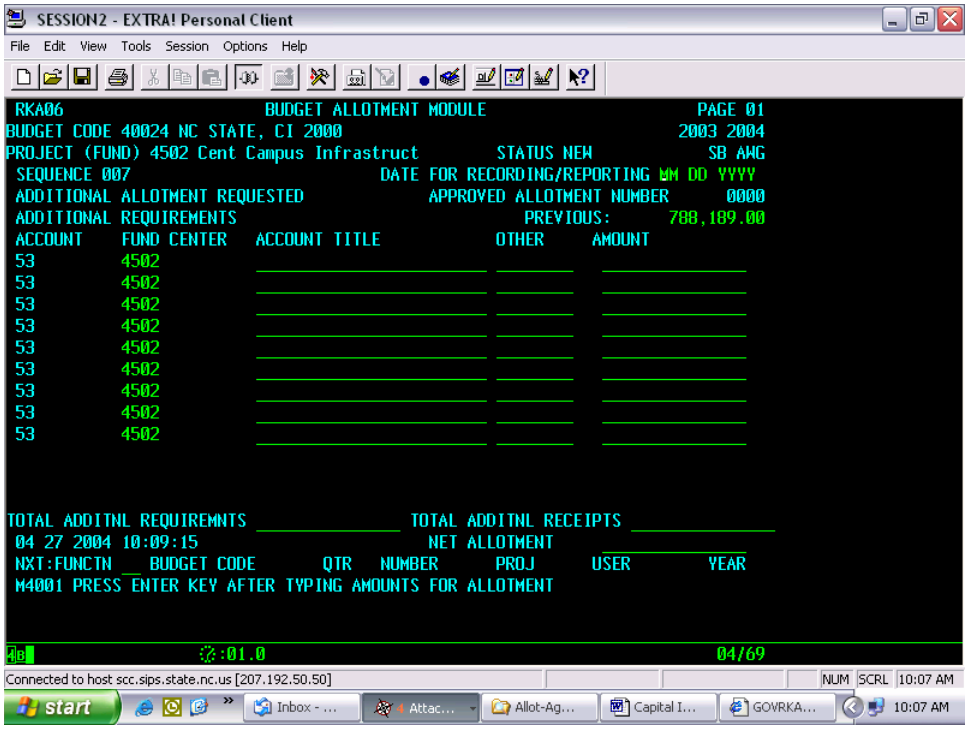
WEB



WEB, Continued



MAINFRAME

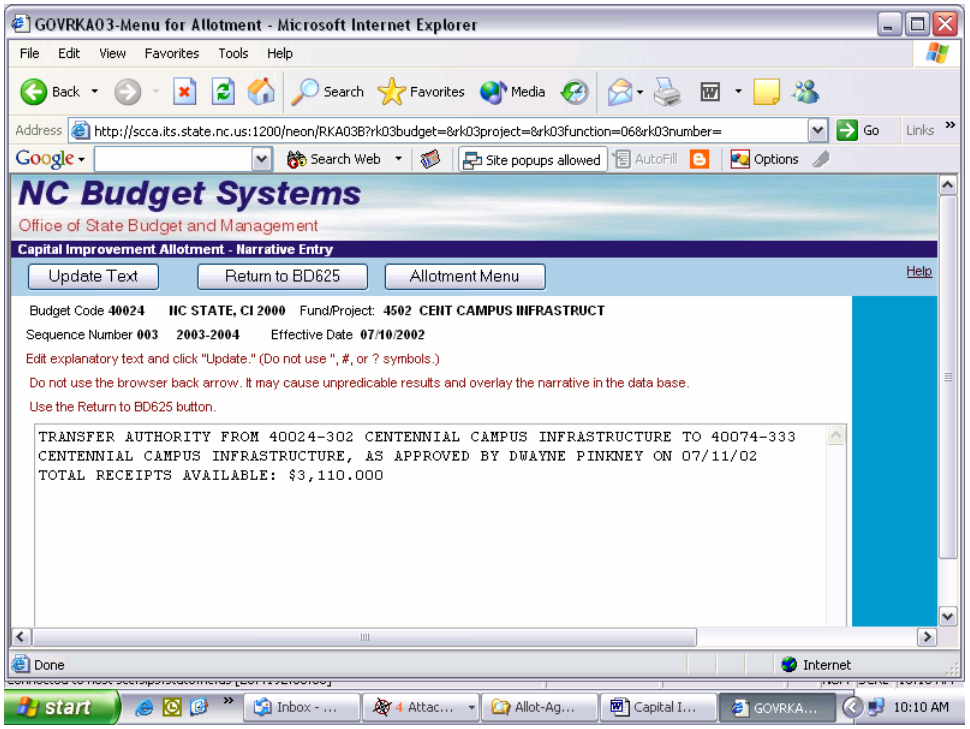

SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RKA06 BUDGET ALLOTMENT MODULE PAGE 01
BUDGET CODE 40024 NC STATE, CI 2000 2003 2004
PROJECT (FUND) 4502 Cent Campus Infrastruct STATUS NEW SB AWG
SEQUENCE 007 DATE FOR RECORDING/REPORTING MM DD YYYY
ADDITIONAL ALLOTMENT REQUESTED APPROVED ALLOTMENT NUMBER 0000
ADDITIONAL REQUIREMENTS PREVIOUS: 788,189.00
ACCOUNT FUND CENTER ACCOUNT TITLE OTHER AMOUNT
53 4502
53 4502
53 4502
53 4502
53 4502
53 4502
53 4502
53 4502
53 4502
TOTAL ADDITNL REQUIREMNTS TOTAL ADDITNL RECEIPTS
04 27 2004 10:09:15 NET ALLOTMENT
NXT:FUNCTN BUDGET CODE QTR NUMBER PROJ USER YEAR
M4001 PRESS ENTER KEY AFTER TYPING AMOUNTS FOR ALLOTMENT
:01.0 04/69
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 10:07 AM
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
10:07 AM

The required fields are date, requirement total, receipt total and appropriation total. Optionally, the requirements total or the receipts total can be subdivided by entering a description of the parts with the amount for each. The detail requirement lines must add up to the total requirements, and detail receipts must add to the total receipts. Requirement amount minus receipt amount equals appropriation amount. The date determines the monthly accounting period for reporting this allotment. There is one page for requirement detail and another page for receipt detail, with a heading above the data entry lines indicating which type is expected on the page. The account code is optional, but requirement accounts start with “53” and receipt accounts start with “43”. The fund code is pre-populated on the detail lines since each allotment is for a single fund or project number. In the NCAS structure, the 4 digit fund is the first part of the center field, so there is space for the additional eight digits if needed by the agency. The account title can be entered or left blank for the system to find in OSBM title tables. There is another optional field for any other type of information that an agency may want to record. The amount field corresponds to the detail account. All details should add up to the total requirements.

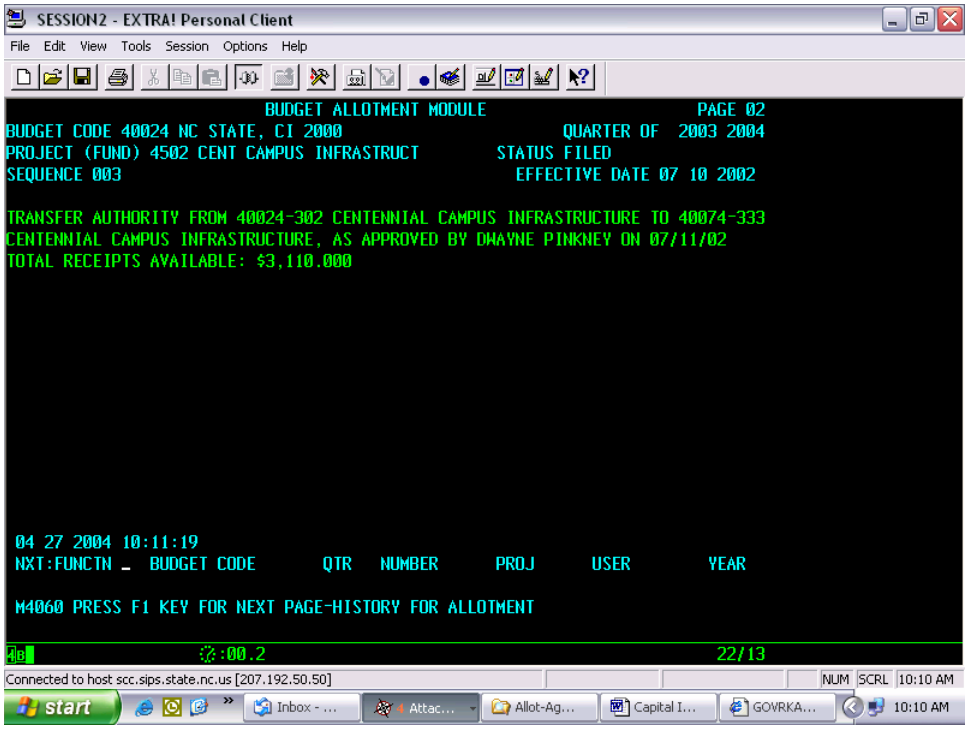
The total requirement, receipt, and appropriation amounts are required. If receipts are involved, a second input screen can be requested by clicking on the “more input” button or requesting the next page. If there are previous approved allotments for the fund/project, the Previous Total field will be calculated and displayed. The requirements minus the receipts must equal the appropriation amount. The date determines monthly accounting period for recording this allotment.

Narrative text can be entered for an allotment request. From the web data entry page, click on "Narrative" and "Continue"; from the mainframe screen press the F1 key to get the next page.

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
NC Budget Systems
Office of State Budget and Management
Capital Improvement Allotment - Narrative Entry
Update Text
Return to BD625
Allotment Menu
Help
Budget Code 40024 NC STATE, CI 2000 Fund/Project: 4502 CENT CAMPUS INFRASTRUCT
Sequence Number 003 2003-2004 Effective Date 07/10/2002
Edit explanatory text and click "Update." (Do not use ", #, or ? symbols.)
Do not use the browser back arrow. It may cause unpredicable results and overlay the narrative in the data base.
Use the Return to BD625 button.
TRANSFER AUTHORITY FROM 40024-302 CENTENNIAL CAMPUS INFRASTRUCTURE TO 40074-333
CENTENNIAL CAMPUS INFRASTRUCTURE, AS APPROVED BY DWAYNE PINKNEY ON 07/11/02
TOTAL RECEIPTS AVAILABLE: $3,110.000

MAINFRAME


SESSION2 - EXTRA! Personal Client
BUDGET ALLOTMENT MODULE PAGE 02
BUDGET CODE 40024 NC STATE, CI 2000 QUARTER OF 2003 2004
PROJECT (FUND) 4502 CENT CAMPUS INFRASTRUCT STATUS FILED
SEQUENCE 003 EFFECTIVE DATE 07 10 2002
TRANSFER AUTHORITY FROM 40024-302 CENTENNIAL CAMPUS INFRASTRUCTURE TO 40074-333
CENTENNIAL CAMPUS INFRASTRUCTURE, AS APPROVED BY DWAYNE PINKNEY ON 07/11/02
TOTAL RECEIPTS AVAILABLE: $3,110.000
04 27 2004 10:11:19
NXT:FUNCTN _ BUDGET CODE QTR NUMBER PROJ USER YEAR
M4060 PRESS F1 KEY FOR NEXT PAGE-HISTORY FOR ALLOTMENT
22/13

Click on “Continue” or press the ENTER key to record the narrative to the data base. The text is freeform and is limited to one page.

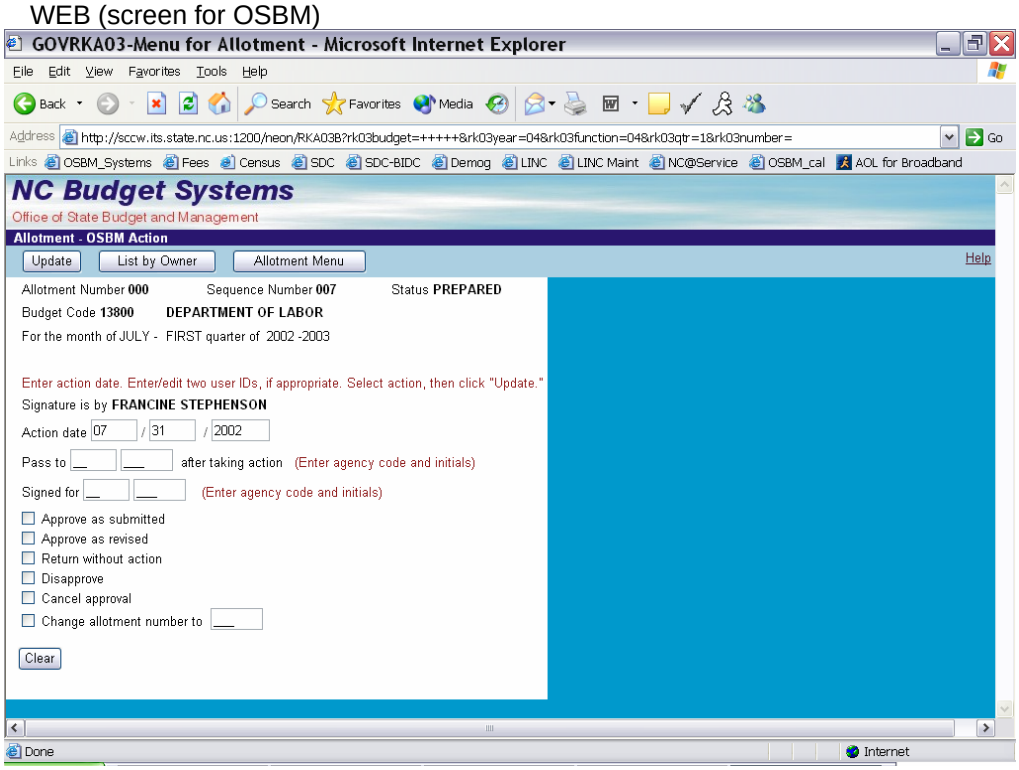
Actions taken on the allotment are logged by the system and can be displayed as the document is passed from person to another.

Taking an action on an allotment

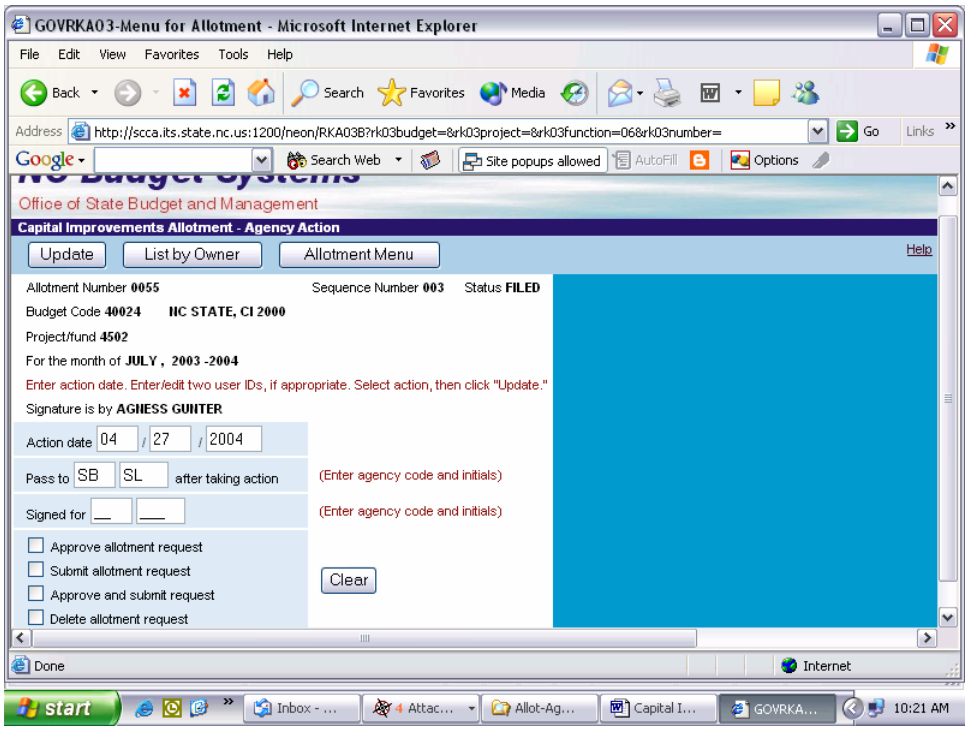
When function 7 (called "Act on pending allotment requests" on the Web and “TAKE ACTION, PUT SIGNATURE ON ALLOTMENT" on the mainframe) is selected from the main menu, a list is returned showing pending allotments if there is more than one allotment. If there is only one allotment, a list of options is sent. Depending on the user’s authority, different screen formats are sent to show the available options. Agency users can approve an allotment and pass it to someone else before submitting it to OSBM. In the Web application, the approval screen can be reached from the main menu as well as from intermediate screens. The OSBM analyst types in the allotment number as the same time as approving the allotment. The final approval date must be within the same month as the date on the allotment request, and can be backdated if necessary. Agency users can delete an allotment request document if it is owned by them.

Occasionally, OSBM needs to make a change to an allotment document after it has been approved, The OSBM analyst can select the document by displaying the request, and then clicking on the “action” button or pressing the F7 key. OSBM should consider how the change will affect the posting to the Cash Management Control System if the change is not made on the same day as the approval.

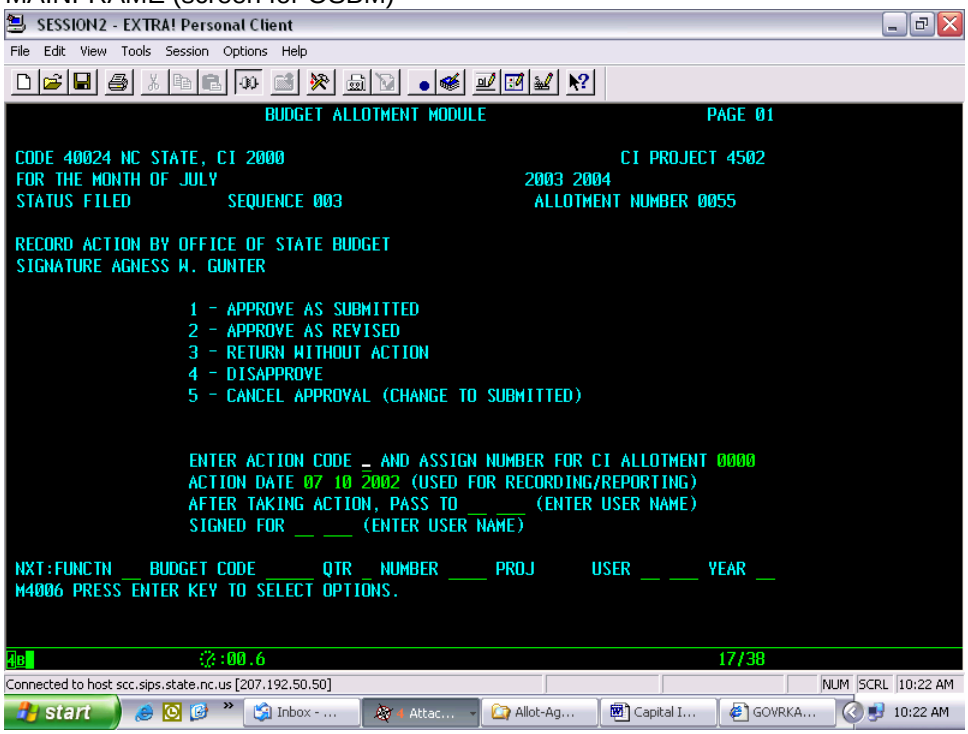
WEB (screen for OSBM)


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://sccw.its.state.nc.us:1200/neon/RKA03B?rk03budget=+++++&rk03year=048rk03function=048rk03qtr=1&rk03number=
Go
Links OSBM_Systems Fees Census SDC SDC-BIDC Demog LINC LINC Maint NC@Service OSBM_cal AOL for Broadband
NC Budget Systems
Office of State Budget and Management
Allotment - OSBM Action
Update
List by Owner
Allotment Menu
Help
Allotment Number 000
Sequence Number 007
Status PREPARED
Budget Code 13800
DEPARTMENT OF LABOR
For the month of JULY - FIRST quarter of 2002 -2003
Enter action date. Enter/edit two user IDs, if appropriate. Select action, then click "Update."
Signature is by FRANCINE STEPHENSON
Action date 07 / 31 / 2002
Pass to __ ___ after taking action (Enter agency code and initials)
Signed for __ ___ (Enter agency code and initials)
Approve as submitted
Approve as revised
Return without action
Disapprove
Cancel approval
Change allotment number to ___
Clear
Done
Internet

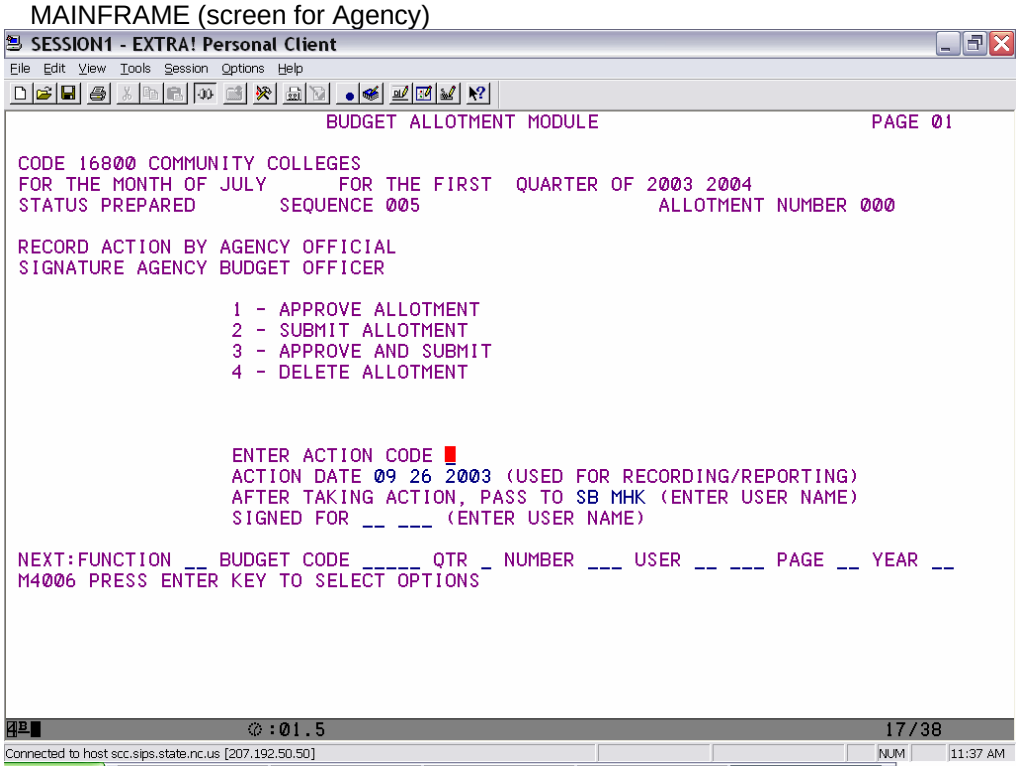
WEB (screen for Agency)



MAINFRAME (screen for OSBM)


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET ALLOTMENT MODULE PAGE 01
CODE 40024 NC STATE, CI 2000 CI PROJECT 4502
FOR THE MONTH OF JULY 2003 2004
STATUS FILED SEQUENCE 003 ALLOTMENT NUMBER 0055
RECORD ACTION BY OFFICE OF STATE BUDGET
SIGNATURE AGNESS W. GUNTER
1 - APPROVE AS SUBMITTED
2 - APPROVE AS REVISED
3 - RETURN WITHOUT ACTION
4 - DISAPPROVE
5 - CANCEL APPROVAL (CHANGE TO SUBMITTED)
ENTER ACTION CODE _ AND ASSIGN NUMBER FOR CI ALLOTMENT 0000
ACTION DATE 07 10 2002 (USED FOR RECORDING/REPORTING)
AFTER TAKING ACTION, PASS TO __ ___ (ENTER USER NAME)
SIGNED FOR __ ___ (ENTER USER NAME)
NXT:FUNCTN __ BUDGET CODE _____ QTR _ NUMBER ____ PROJ USER __ ___ YEAR __
M4006 PRESS ENTER KEY TO SELECT OPTIONS.
:00.6
17/38
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 10:22 AM
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
10:22 AM

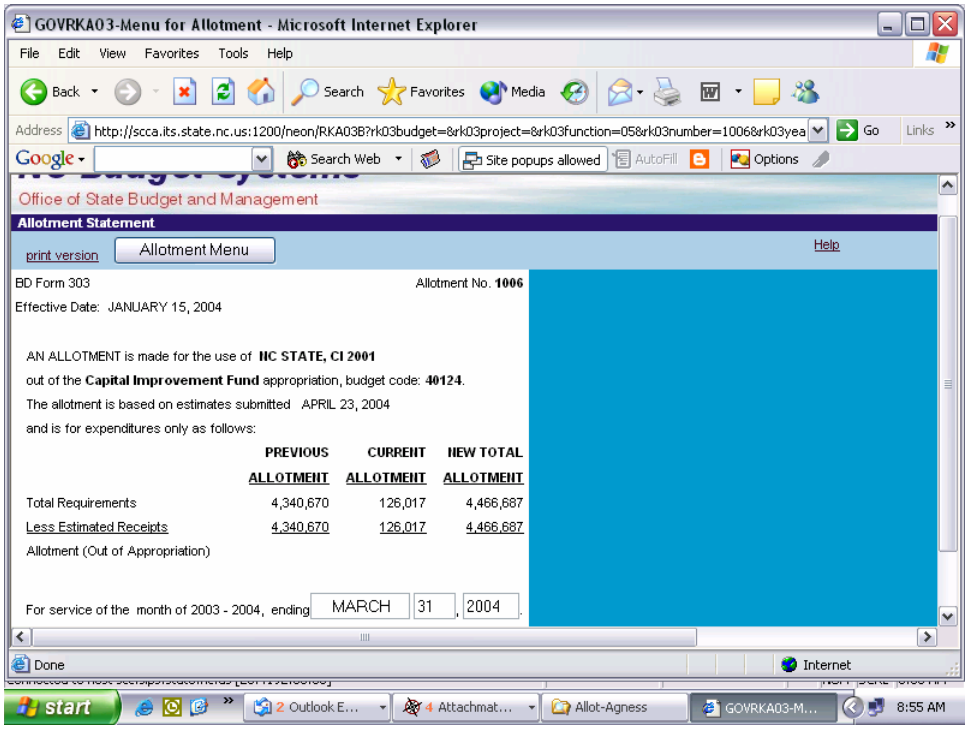
MAINFRAME (screen for Agency)


SESSION1 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET ALLOTMENT MODULE PAGE 01
CODE 16800 COMMUNITY COLLEGES
FOR THE MONTH OF JULY FOR THE FIRST QUARTER OF 2003 2004
STATUS PREPARED SEQUENCE 005 ALLOTMENT NUMBER 000
RECORD ACTION BY AGENCY OFFICIAL
SIGNATURE AGENCY BUDGET OFFICER
1 - APPROVE ALLOTMENT
2 - SUBMIT ALLOTMENT
3 - APPROVE AND SUBMIT
4 - DELETE ALLOTMENT
ENTER ACTION CODE
ACTION DATE 09 26 2003 (USED FOR RECORDING/REPORTING)
AFTER TAKING ACTION, PASS TO SB MHK (ENTER USER NAME)
SIGNED FOR __ ___ (ENTER USER NAME)
NEXT:FUNCTION __ BUDGET CODE _____ QTR _ NUMBER ___ USER __ ___ PAGE __ YEAR __
M4006 PRESS ENTER KEY TO SELECT OPTIONS
17/38
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM
11:37 AM

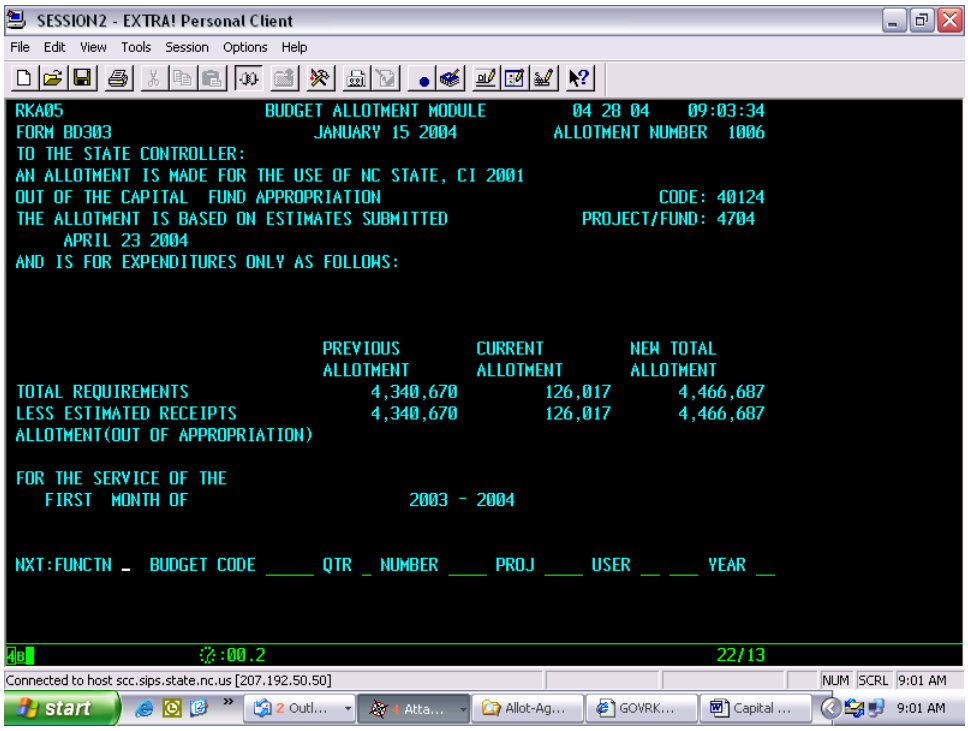
Viewing or printing an allotment (Forms BD303 o BD625)

There are several print options available for the two allotment forms. When an allotment is approved by OSBM, an allotment number is assigned to the record. This number is sent to the agency with an approval notification e-mail message and is used to print or display the BD303 document. To view a printable version in either environment, use the function to display the approved allotment and enter the allotment number along with the year and quarter (the defaults for year and quarter will apply unless you change them). Do not enter a budget code. This print option does not work unless the allotment is approved.

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=&rk03project=&rk03function=058&rk03number=1006&rk03yea
Go Links
Google Search Web Site popups allowed AutoFill Options
Office of State Budget and Management
Allotment Statement
print version
Allotment Menu
Help
BD Form 303
Allotment No. 1006
Effective Date: JANUARY 15, 2004
AN ALLOTMENT is made for the use of NC STATE, CI 2001
out of the Capital Improvement Fund appropriation, budget code: 40124.
The allotment is based on estimates submitted APRIL 23, 2004
and is for expenditures only as follows:
PREVIOUS ALLOTMENT
CURRENT ALLOTMENT
NEW TOTAL ALLOTMENT
Total Requirements 4,340,670 126,017 4,466,687
Less Estimated Receipts 4,340,670 126,017 4,466,687
Allotment (Out of Appropriation)
For service of the month of 2003 - 2004, ending MARCH 31, 2004.
Done
Internet
start
2 Outlook E...
4 Attachmat...
Allot-Agness
GOVRKA03-M...
8:55 AM

MAINFRAME


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RKA05 BUDGET ALLOTMENT MODULE 04 28 04 09:03:34
FORM BD303 JANUARY 15 2004 ALLOTMENT NUMBER 1006
TO THE STATE CONTROLLER:
AN ALLOTMENT IS MADE FOR THE USE OF NC STATE, CI 2001
OUT OF THE CAPITAL FUND APPROPRIATION CODE: 40124
THE ALLOTMENT IS BASED ON ESTIMATES SUBMITTED PROJECT/FUND: 4704
APRIL 23 2004
AND IS FOR EXPENDITURES ONLY AS FOLLOWS:
PREVIOUS ALLOTMENT
CURRENT ALLOTMENT
NEW TOTAL ALLOTMENT
TOTAL REQUIREMENTS 4,340,670 126,017 4,466,687
LESS ESTIMATED RECEIPTS 4,340,670 126,017 4,466,687
ALLOTMENT(OUT OF APPROPRIATION)
FOR THE SERVICE OF THE
FIRST MONTH OF 2003 - 2004
NXT:FUNCTN _ BUDGET CODE _____ QTR _ NUMBER ____ PROJ ____ USER __ ___ YEAR __
:00.2
22/13
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 9:01 AM
start
2 Outl...
Atta...
Allot-Ag...
GOVRK...
Capital ...
9:01 AM

The PRINT SCREEN key can be used to print this screen

In addition to the standard print of the approved allotment, the Web environment also offers a letter-type print, which is available by clicking on the "Print Version" link at the top left of the previous Web screen display. This click produces the following pop-up window.

WEB

BD Form 303 Allotment No. **140**

State of North Carolina
Office of State Budget and Management
20230 Mail Service Center
Raleigh, NC 27699-0320
26 SEP 2003

To the State Controller:

Effective Date: AUGUST 01, 2003

AN ALLOTMENT is made for the use of **NC State University**
out of the **Capital Fund** appropriation, budget code: 40024.
The allotment is based on estimates submitted JULY 29, 2003
and is for expenditures only as follows:

		July	
	PRESENT ALLOT	**REVISION**	**REVISED ALLOT**
Total Requirements	5,870,000	6,175,000	12,045,000
Less Estimated Receipts	4,050,000	4,150,000	8,200,000
Allotment (Out of Appropriation	1,820,000	2,025,000	3,845,000

For service of 2003 – 2004.

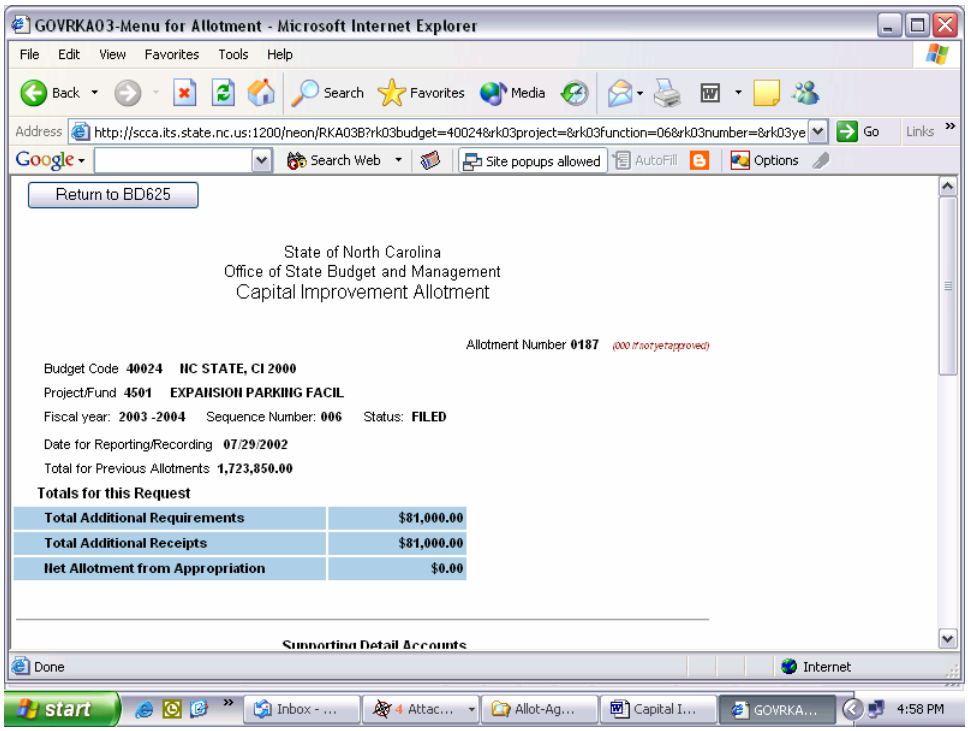
An allotment is for the service of the current quarter and at the end of the quarter any unexpended balance reverts to the appropriation from which made. Estimated receipts will credit to the allotment as realized. The allotment should be observed as a limit to total expenditures for the quarter; expenditure may be made only for the purposes and/or objects enumerated in the Appropriation Advice (the Department or Institutional budget) and within the amount available under each subhead.

Authorized by the State Budget Officer
David McCoy

Information extracted from database on 09 / 26 / 03 11:46:40

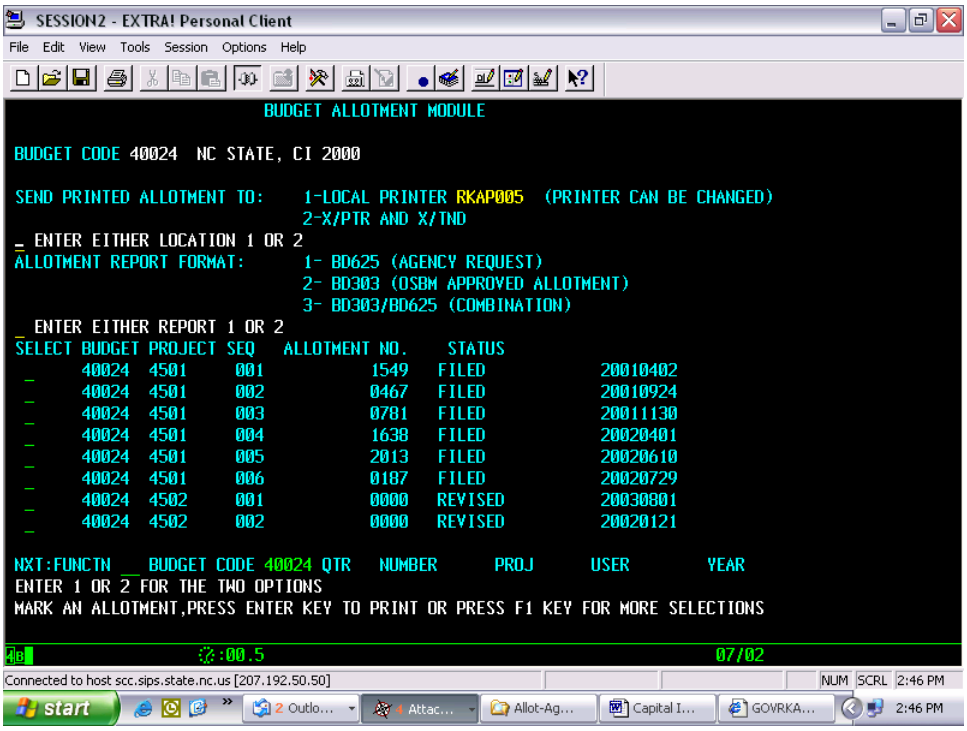
Also, in the Web environment, from the screen for editing allotment data, a user may choose to print the allotment request (Form BD625). Any narrative description that has been entered concerning the allotment displays in the text box at the bottom. That print appears as follows:

WEB



From the mainframe, Function 16 can be used to print to a predefined printer. Choose option 1 for immediate printing. Use the second option to choose either the BD625 or the BD303 document format. All allotments for the requested budget code and quarter are listed, so that one can be chosen for printing. After making the three choices, press the ENTER key.

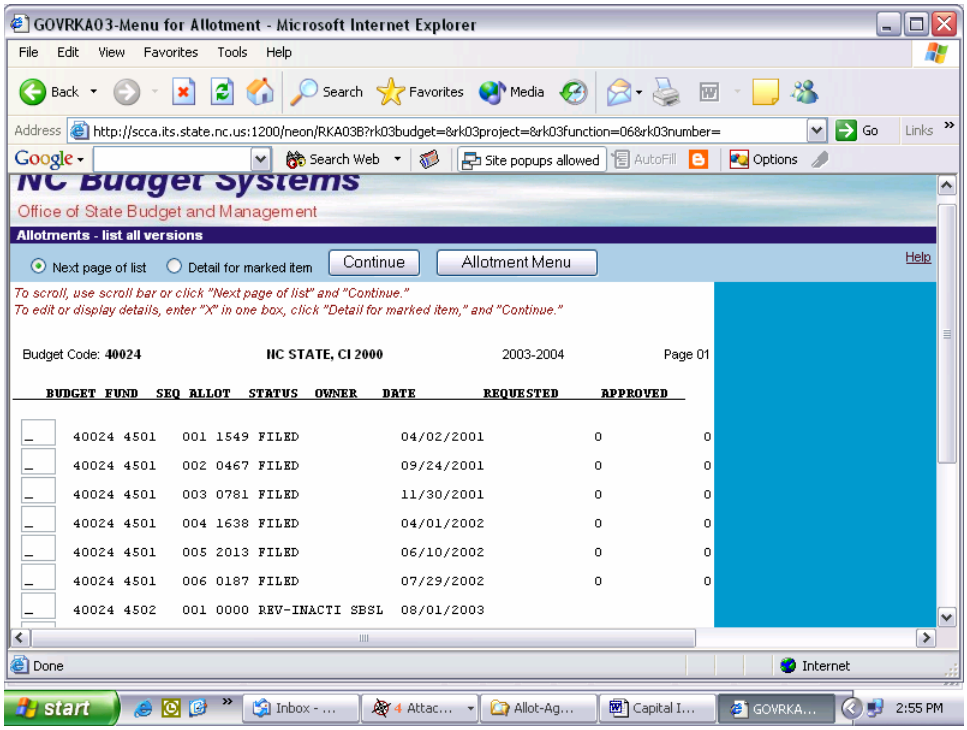
MAINFRAME


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET ALLOTMENT MODULE
BUDGET CODE 40024 NC STATE, CI 2000
SEND PRINTED ALLOTMENT TO: 1-LOCAL PRINTER RKAP005 (PRINTER CAN BE CHANGED)
2-X/PTR AND X/TND
_ ENTER EITHER LOCATION 1 OR 2
ALLOTMENT REPORT FORMAT: 1- BD625 (AGENCY REQUEST)
2- BD303 (OSBM APPROVED ALLOTMENT)
3- BD303/BD625 (COMBINATION)
_ ENTER EITHER REPORT 1 OR 2
SELECT BUDGET PROJECT SEQ ALLOTMENT NO. STATUS
_ 40024 4501 001 1549 FILED 20010402
_ 40024 4501 002 0467 FILED 20010924
_ 40024 4501 003 0781 FILED 20011130
_ 40024 4501 004 1638 FILED 20020401
_ 40024 4501 005 2013 FILED 20020610
_ 40024 4501 006 0187 FILED 20020729
_ 40024 4502 001 0000 REVISED 20030801
_ 40024 4502 002 0000 REVISED 20020121
NXT:FUNCTN __ BUDGET CODE 40024 QTR NUMBER PROJ USER YEAR
ENTER 1 OR 2 FOR THE TWO OPTIONS
MARK AN ALLOTMENT,PRESS ENTER KEY TO PRINT OR PRESS F1 KEY FOR MORE SELECTIONS
07/02
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 2:46 PM
start
2:46 PM

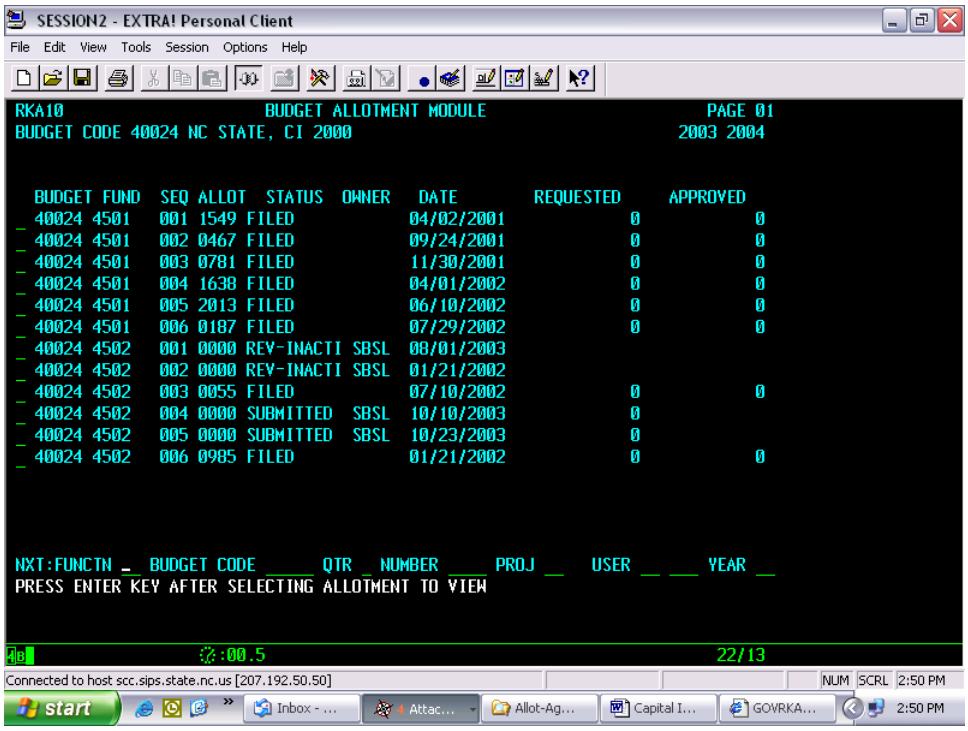
Displaying a list of all allotment versions

When changes are made to allotments by OSBM, the original version is saved and a new sequence number is created. These old versions are saved for historical purposes, and can be viewed from a list. The status of an old version is REVISED-INACTIVE. This list is retrieved by using function 10 ("DISPLAY LIST OF ALL VERSIONS FOR BUDGET" on the mainframe and "List all in a budget code, revised and current" on the Web). See sequence no. 1for fund 4502 in the examples for a revised allotment.

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=&rk03project=&rk03function=06&rk03number=
Go Links
Google Search Web Site popups allowed AutoFill Options
NC Budget Systems
Office of State Budget and Management
Allotments - list all versions
Next page of list
Detail for marked item
Continue
Allotment Menu
Help
To scroll, use scroll bar or click "Next page of list" and "Continue."
To edit or display details, enter "X" in one box, click "Detail for marked item," and "Continue."
Budget Code: 40024 NC STATE, CI 2000 2003-2004 Page 01
BUDGET FUND SEQ ALLOT STATUS OWNER DATE REQUESTED APPROVED
40024 4501 001 1549 FILED 04/02/2001 0 0
40024 4501 002 0467 FILED 09/24/2001 0 0
40024 4501 003 0781 FILED 11/30/2001 0 0
40024 4501 004 1638 FILED 04/01/2002 0 0
40024 4501 005 2013 FILED 06/10/2002 0 0
40024 4501 006 0187 FILED 07/29/2002 0 0
40024 4502 001 0000 REV-INACTI SBSL 08/01/2003
Done
Internet
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
2:55 PM

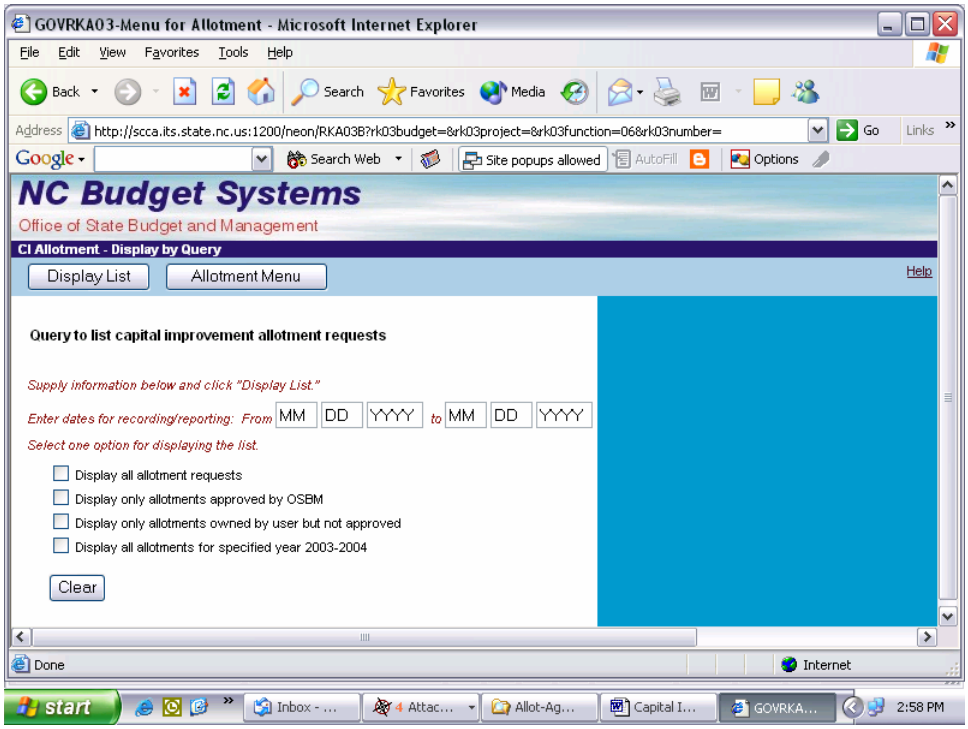
MAINFRAME


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RKA10 BUDGET ALLOTMENT MODULE PAGE 01
BUDGET CODE 40024 NC STATE, CI 2000 2003 2004
BUDGET FUND SEQ ALLOT STATUS OWNER DATE REQUESTED APPROVED
_ 40024 4501 001 1549 FILED 04/02/2001 0 0
_ 40024 4501 002 0467 FILED 09/24/2001 0 0
_ 40024 4501 003 0781 FILED 11/30/2001 0 0
_ 40024 4501 004 163B FILED 04/01/2002 0 0
_ 40024 4501 005 2013 FILED 06/10/2002 0 0
_ 40024 4501 006 0187 FILED 07/29/2002 0 0
_ 40024 4502 001 0000 REV-INACTI SBSL 08/01/2003
_ 40024 4502 002 0000 REV-INACTI SBSL 01/21/2002
_ 40024 4502 003 0055 FILED 07/10/2002 0 0
_ 40024 4502 004 0000 SUBMITTED SBSL 10/10/2003 0
_ 40024 4502 005 0000 SUBMITTED SBSL 10/23/2003 0
_ 40024 4502 006 0985 FILED 01/21/2002 0 0
NXT:FUNCTN _ BUDGET CODE _____ QTR _ NUMBER ____ PROJ __ USER __ ___ YEAR __
PRESS ENTER KEY AFTER SELECTING ALLOTMENT TO VIEW
:00.5 22/13
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 2:50 PM
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
2:50 PM

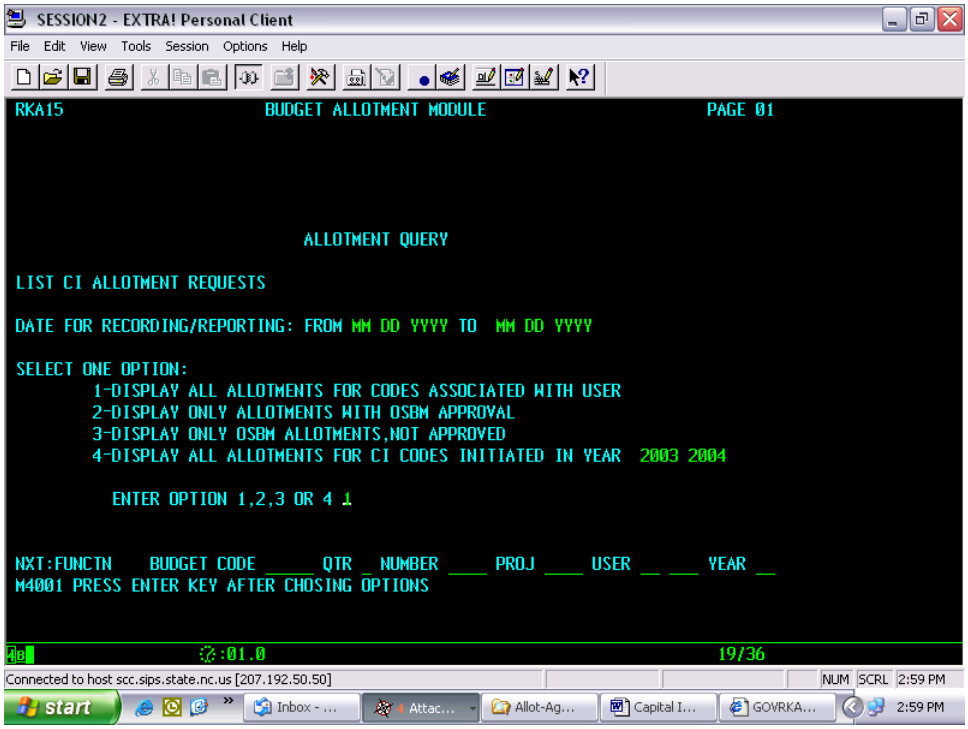
Displaying a list by query

If a user has access to more than one budget code, the query function is useful. For example, it can be used to show all allotments for a particular month regardless of whether they are approved. This function is invoked from the main menu as function 15, "DISPLAY STATEWIDE QUERY OPTIONS" on the mainframe, or "List/display by query, all budget codes" on the Web. The first three options display all budget codes for all bienniums, unless limited by the specified dates. The fourth option displays budget codes initiated within the fiscal year requested on the primary menu.

WEB

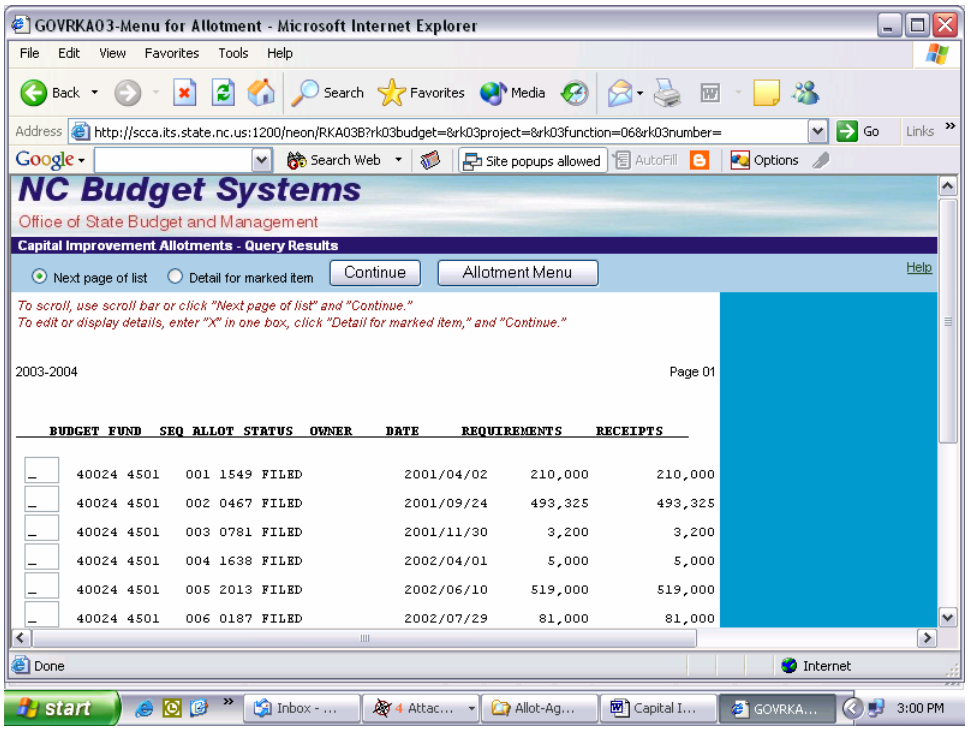

GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=&rk03project=&rk03function=068&rk03number=
Go Links
Google Search Web Site popups allowed AutoFill Options
NC Budget Systems
Office of State Budget and Management
CI Allotment - Display by Query
Display List
Allotment Menu
Help
Query to list capital improvement allotment requests
Supply information below and click "Display List."
Enter dates for recording/reporting: From MM DD YYYY to MM DD YYYY
Select one option for displaying the list.
Display all allotment requests
Display only allotments approved by OSBM
Display only allotments owned by user but not approved
Display all allotments for specified year 2003-2004
Clear
Done
Internet
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
2:58 PM

MAINFRAME

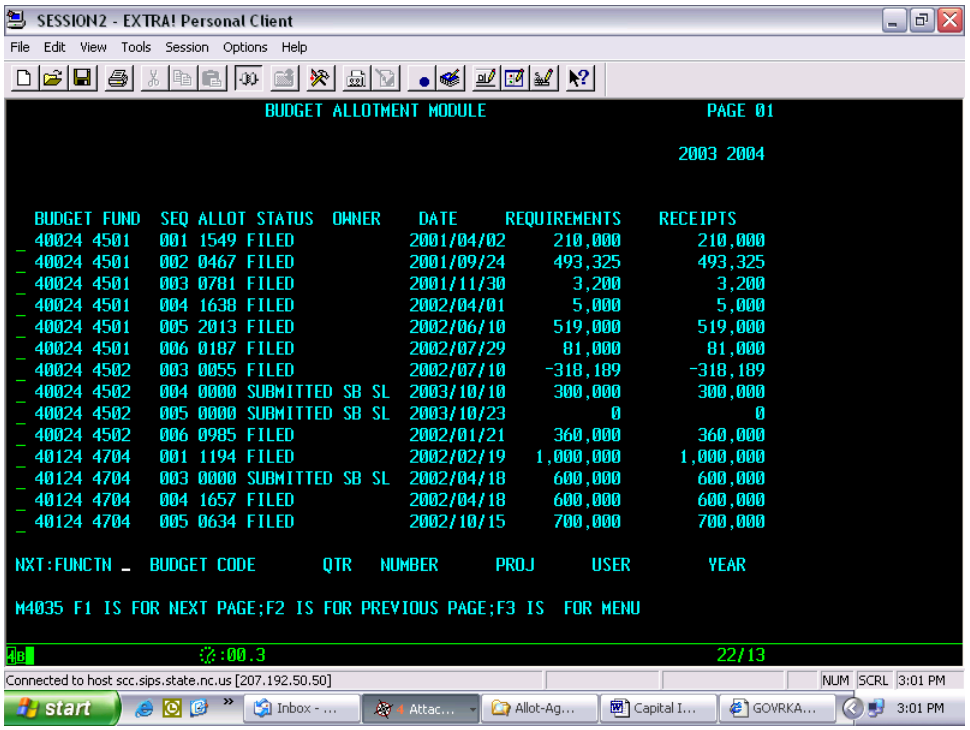

SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
RKA15 BUDGET ALLOTMENT MODULE PAGE 01
ALLOTMENT QUERY
LIST CI ALLOTMENT REQUESTS
DATE FOR RECORDING/REPORTING: FROM MM DD YYYY TO MM DD YYYY
SELECT ONE OPTION:
1-DISPLAY ALL ALLOTMENTS FOR CODES ASSOCIATED WITH USER
2-DISPLAY ONLY ALLOTMENTS WITH OSBM APPROVAL
3-DISPLAY ONLY OSBM ALLOTMENTS,NOT APPROVED
4-DISPLAY ALL ALLOTMENTS FOR CI CODES INITIATED IN YEAR 2003 2004
ENTER OPTION 1,2,3 OR 4 1
NXT:FUNCTN BUDGET CODE _____ QTR _ NUMBER ___ PROJ ___ USER __ ___ YEAR __
M4001 PRESS ENTER KEY AFTER CHOSING OPTIONS
:01.0
19/36
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM SCRL 2:59 PM
start
Inbox - ...
Attac...
Allot-Ag...
Capital I...
GOVRKA...
2:59 PM

The lists produced by the request for a query appear as follows:

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
NC Budget Systems
Office of State Budget and Management
Capital Improvement Allotments - Query Results
Next page of list
Detail for marked item
Continue
Allotment Menu
Help
To scroll, use scroll bar or click "Next page of list" and "Continue."
To edit or display details, enter "X" in one box, click "Detail for marked item," and "Continue."
2003-2004
Page 01
BUDGET FUND SEQ ALLOT STATUS OWNER DATE REQUIREMENTS RECEIPTS
40024 4501 001 1549 FILED 2001/04/02 210,000 210,000
40024 4501 002 0467 FILED 2001/09/24 493,325 493,325
40024 4501 003 0781 FILED 2001/11/30 3,200 3,200
40024 4501 004 1638 FILED 2002/04/01 5,000 5,000
40024 4501 005 2013 FILED 2002/06/10 519,000 519,000
40024 4501 006 0187 FILED 2002/07/29 81,000 81,000

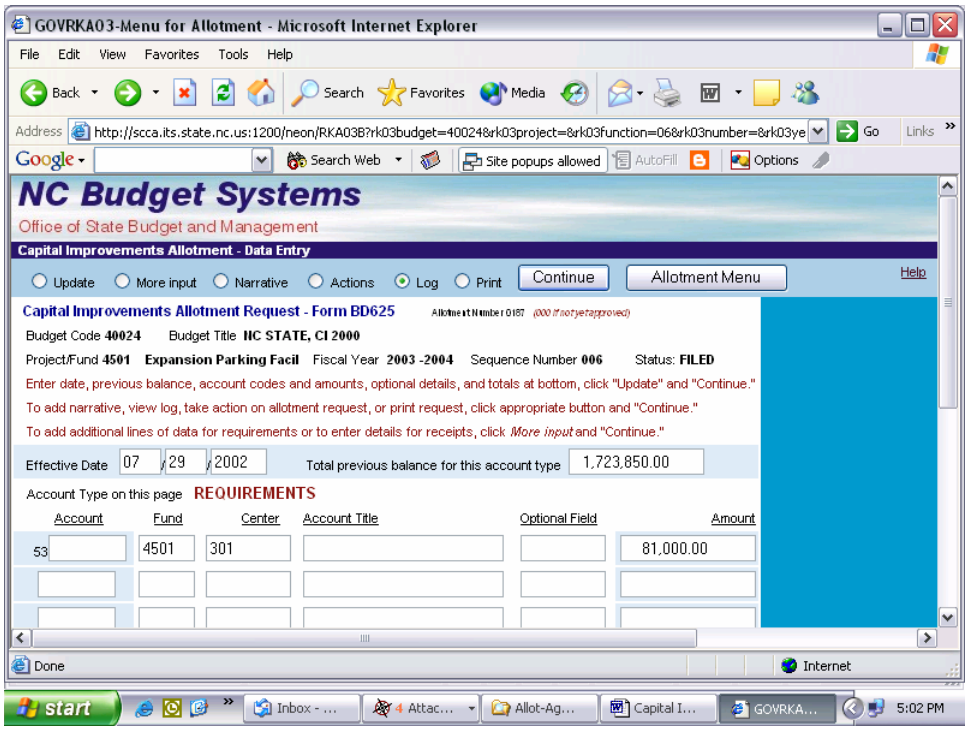
MAINFRAME



Displaying log of actions on an allotment request

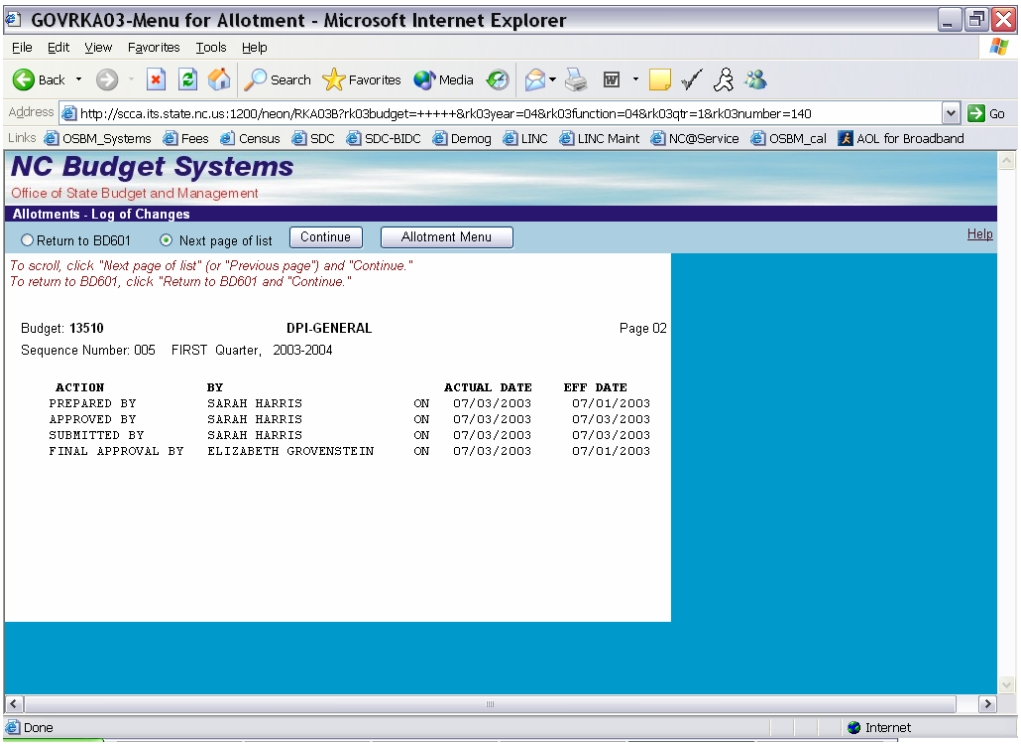
In the Web environment, from the data entry screen (which may also be used to review previously entered data), a user may click on the button "Log" to review a history of actions taken on a particular allotment request. From the mainframe display screen, the F1 key is pressed to display the next page. The log shows dates and names related to actions. If an allotment is changed by OSBM, the old and new sequence numbers are recorded for historical reference, so that the original version of the allotment can be viewed.

WEB

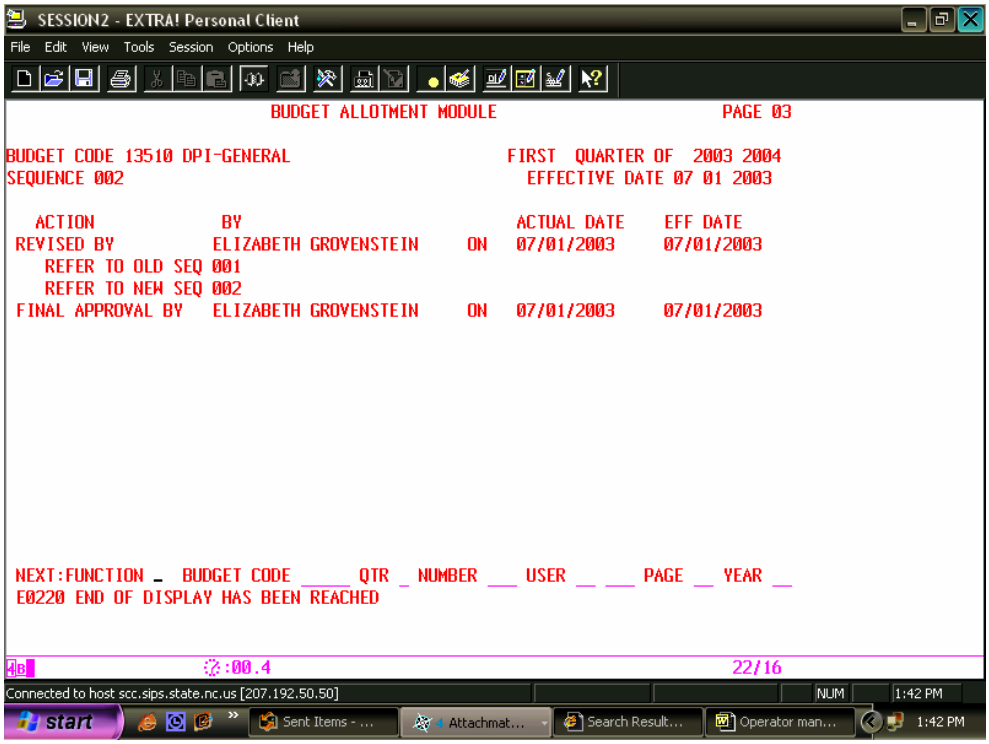


Resulting screen:

WEB


GOVRKA03-Menu for Allotment - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://scca.its.state.nc.us:1200/neon/RKA03B?rk03budget=+++++&rk03year=04&rk03function=04&rk03qtr=1&rk03number=140
Links OSBM_Systems Fees Census SDC SDC-BIDC Demog LINC LINC Maint NC@Service OSBM_cal AOL for Broadband
NC Budget Systems
Office of State Budget and Management
Allotments - Log of Changes
Return to BD601
Next page of list
Continue
Allotment Menu
Help
To scroll, click "Next page of list" (or "Previous page") and "Continue."
To return to BD601, click "Return to BD601 and "Continue."
Budget: 13510 DPI-GENERAL Page 02
Sequence Number: 005 FIRST Quarter, 2003-2004
ACTION BY ACTUAL DATE EFF DATE
PREPARED BY SARAH HARRIS ON 07/03/2003 07/01/2003
APPROVED BY SARAH HARRIS ON 07/03/2003 07/03/2003
SUBMITTED BY SARAH HARRIS ON 07/03/2003 07/03/2003
FINAL APPROVAL BY ELIZABETH GROVENSTEIN ON 07/03/2003 07/01/2003
Done
Internet

MAINFRAME


SESSION2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
BUDGET ALLOTMENT MODULE PAGE 03
BUDGET CODE 13510 DPI-GENERAL FIRST QUARTER OF 2003 2004
SEQUENCE 002 EFFECTIVE DATE 07 01 2003
ACTION BY ACTUAL DATE EFF DATE
REVISED BY ELIZABETH GROVENSTEIN ON 07/01/2003 07/01/2003
REFER TO OLD SEQ 001
REFER TO NEW SEQ 002
FINAL APPROVAL BY ELIZABETH GROVENSTEIN ON 07/01/2003 07/01/2003
NEXT:FUNCTION _ BUDGET CODE _____ QTR _ NUMBER ___ USER __ ___ PAGE __ YEAR __
E0220 END OF DISPLAY HAS BEEN REACHED
:00.4
22/16
Connected to host scc.sips.state.nc.us [207.192.50.50]
NUM
1:42 PM
start
Sent Items - ...
4 Attachmat...
Search Result...
Operator man...
1:42 PM

Exiting the allotment module

To exit the system, return to the main menu. In the Web environment, return further to the main budget systems menu and click the "Logoff" button on the left of the screen. For the mainframe, enter the command /RCL or close window. Alternatively, in either case, you may choose to work in another budget module rather than logging off completely.

Allotment Process

Historically, allotments were requested once per quarter and funds were reverted to the General Fund and Highway Fund at the end of the quarter. When availability of statewide cash is a problem, the OSBM requires allotments at more frequent time intervals. The process for Capital Improvement allotments is to request an allotment when it is time to make an expenditure, so there is no particular monthly schedule. There are usually more Capital Improvement allotments made during a year than are made for a General Fund budget code.

Prior to the time the money is needed for payment, the agency staff creates an allotment request (BD625) and submits it to the proper OSBM analyst. The system creates a notification message for the request and sends it to the OSBM analyst. The OSBM analyst reviews the allotment request, makes adjustments if necessary, and approves the allotment amount. The system creates a notification message for the approval and sends it to the agency staff. These messages are forwarded through e-mail if the e-mail address is recorded in OSBM security tables. The agency can use the appropriate allotment number to print the approved document. Overnight, the system creates a report of the approved allotments (BD303) for that day and stores it in X/PTR and X/TND under the report name /GOV/RKA/RK456. OSC prints the approved documents the next morning and posts the allotment amounts to the Cash Management Control System. All revisions to allotments are created as new allotment requests. .

The system assigns two numbers to allotment documents. Within each budget code and fund/project code, there is a set of sequence numbers so that the system can have a unique identifier for each document. If an agency deletes a document, there will be gaps in the list of sequence numbers, but that is normal. The OSBM analyst also assigns the allotment numbers as allotment requests are approved. There is one set of these numbers for the entire Capital Improvement Fund for a fiscal year. There should not be any gaps in these assigned numbers. If approval is removed from an allotment for some reason, the allotment number remains assigned to it. The allotment should be reapproved after changes are made to the allotment request.

The allotment document has different status codes as it goes through the process: new, prepared, approved (agency approval), submitted, and filed (final OSBM approval). The status and ownership of each document determine whether or not changes or actions can be accomplished.

Operation Considerations

The allotment functions are available Monday through Friday from 7:00 am until 9:00 pm, Saturday from 7:00 am until 5:30 pm, and Sunday from noon until 5:30 pm. For technical help, you can call Agness Gunter or Paul Young at 733-7061 or send an e-mail to Help-OSBM@ ncmail.net.